

Summary of Notes of BD Forum (2009-2021)
Part I
Building Regulations



香港建築師學會
The Hong Kong Institute of Architects

First Edition December 2021

This summary is an extract from the notes of APSEC (Authorised Persons, Registered Structural Engineers and Registered Geotechnical Engineers Committee) Discussion Forum with BD for easy reference by HKIA members. The Forum was held regularly since 2009, and the notes were endorsed by BD for every Forum since 2012. Members may refer to the Forum notes for the full and official version.

First Edition

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Building & Lands Committee HKIA

PART I Building Regulations

General Issues			
Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Implementation of the discussed items in APSEC</p> <p>. Members encounter problems when front line BSs do not know issues discussed and confirmed in APSEC Forum. BD is suggested to provide accessible records (like on-line PNAP) to facilitate.</p>		<p>Item 25 ADF 5/2012 AAP</p>	<p>BD advised that the agreed Summary of Items discussed at APSEC Discussion Forums had been uploaded onto BD's internal system for easy access by BD staff.</p>
<p>APs/RSE/RGEs visiting BD Offices outside Office Hours for amending plans</p> <p>APs/RSEs/RGEs should avoid making appointment with BD officers outside office hours. While enhancing the office security, BD was reviewing the provision of additional room for APs/RSEs/RGEs to amend plans.</p>		<p>Item 10 ADF 4/2013 BD</p>	<p>Generally, APs/RSEs/RGEs should avoid making appointment with BD professional and technical officers outside office hours. In addition, the access doors to office areas would be kept closed during office hours to improve the office security. In this connection, APs/RSEs/RGEs were reminded to make prior appointment with the case officers or make a request through the General Registries.</p> <p>Following a recent re-organisation of setting up the MBI Division, re-shuffling of office accommodation of some sections and units within the Pioneer Centre was carried out to enhance convenience and ease congestion. BD had taken this opportunity to consider the possibility of providing additional areas for APs/RSEs/RGEs to amend plans.</p>
<p>AP/ RSE/ RGE to Present at BC/ SEC Meetings</p> <p>..... BD to clarify if AP / RSE / RGE were not allowed to present at BC / SEC Meeting anymore.</p>		<p>Item 9 ADF 5/2013 HKIE</p>	<p>The BD explained that the case CBS / CSE of New Buildings Division, being a member of the internal BC / SEC respectively would present the case for the BC/ SEC's consideration. However, there would not be objection that for complicated cases, the project AP/RSE/RGE might be requested to standby and invited to join the BC / SEC meeting to respond for technical enquiries and provide additional information on their submissions when necessary.</p>
<p>Different interpretations of the Regulations or CoP</p>		<p>Item 16 ADF 1/2014 BD</p>	<p>The more effective measure to address issues arising from different interpretations of the regulations or CoP between the AP and the BD case officer in an individual case is to directly seek clarification from the supervisor of the case officer.</p> <p>As an established practice of this Forum, the response from the BD should be regarded as a general comment only and should not be regarded as a determination for any individual case as case specific matters are outside the scope of the Discussion Forum.</p>

General Issues (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Dissemination of Summary of Items Discussed in ASPEC Forum to BD staff requested BD to disseminate the summaries of the items discussed in various APSEC Discussion Forums to BD's staff for easier agreement on the related issues between APs and BD's staff.</p>		<p>Item 14 ADF 2/2014 HKIA</p> <p>also refer Item 16 ADF 5/2015</p>	<p>The BD advised that the confirmed Summary of Items discussed at APSEC Discussion Forums had been uploaded onto the Department's intranet for dissemination to the BD staff.</p> <p>The BD advised that different views between APs and case officers on interpretations of the BO and allied regulations could be resolved.</p>
<p>Watermarks on Plans viewed via Internet BRAVO The new version of the BRAVO system was launched on 3 March 2014. One of the enhanced features was that digitized plans for viewing would be overlaid with watermarks vis-à-vis hardcopies of plans acquired from the BD.</p>		<p>Item 10 ADF 3/2014 BD</p>	<p>Plans viewed via the new version of the BRAVO system would be with watermarks to avoid illegal capturing of the digital images of these plans. The BD would not accept and might instigate appropriate action upon the receipt of submissions with illegitimate plans.</p>
<p>Promotion of Green To promulgate sustainability and to enhance the environment around construction sites, it is suggested that genuine vertical greening be encouraged to be implemented to hoarding and covered walkway, providing the same will not cause any sightline problem and/or inconvenience to the public and that any additional loading will be duly considered in the structural design.....</p>		<p>Item 5 ADF 4/2014 HKIA</p> <p>follow up Item 4 ADF 5/2017</p>	<p>The BD responded that a number of factors should have to be considered for accepting vertical greening at hoarding and covered walkway, such as drainage provisions, structural requirements, and comments from other Departments as these structure usually erected on government land and adjacent to a carriageway.</p>
<p>Improvement Works Completed under FSCPO Please advise how to obtain the record drawings by the public for the improvement works completed under FSCPO if there is no such record shown in the BRAVO system. Please advise if there is different approach on counting/recording effective width of exit route/staircase. If yes, the subsequent A&A proposal shall rectify the problem due to different width between measurement on site and the mentioned figure in FSCPO record drawings.</p>		<p>Item 9 ADF 4/2014 HKIS</p>	<p>The BD suggested that it would be better to directly write to the Fire Safety Section of the BD to obtain the information and clarify the requirements.</p>
<p>Implementation Time of New Interpretations Clarified under APSEC Forums (ADF) For decisions that clarify definitions or interpretations.....such decisions should be applicable to projects with relevant site works not yet commenced. Please confirm that the applicability of such decisions, similar to that for new PNAP / Codes, will be determined in relation to whether the relevant consents (foundation, superstructure, etc.) are obtained before the decisions.</p>		<p>Item 1 ADF 5/2014 HKIA</p>	<p>While the BD acknowledged that there might be difficulty encountered by the developer and AP for projects under construction, the developer and AP could discuss with the BD case officers if there were genuine difficulty. The BD would consider the situation on a case by case basis. The BD advised that when a clarification was made on items that would affect ongoing projects, the BD might consider clarifying the applicability in the ADF.</p>

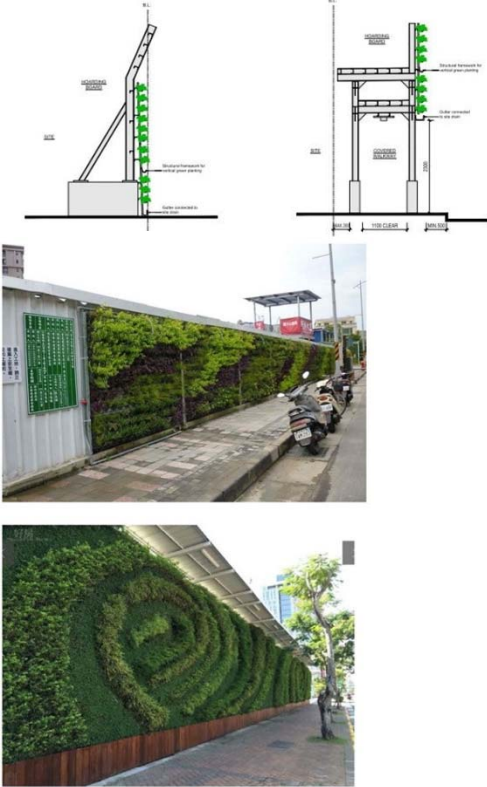
General Issues (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Access to Information Will the public or professional in the industry have the channel to get committee meeting minutes to have updated news if it is the common policy in HKSAR?</p>		Item 9 ADF 4/2015 HKIS	The BD advised that the minutes of meetings of various consultative committees would be distributed to members representing the professional institutions and building industry stakeholder organisations as well as members from universities. Direct access to these minutes by the public would not be considered at the present stage.
<p>Access to BD's Office The current security measures in Pioneer Centre controlled visitors' entry to BD's office, and AP/RSE and their representatives sometimes encountered difficulties entering BD's office to follow up with the case officers on their submissions. Would it be possible to establish a registration mechanism without prior appointment?</p>		Item 18 ADF 4/2015 HKIE	On security reasons, BD would not consider at this moment to establish a system to allow building professionals to enter BD office without prior appointment. Should a meeting with BD case officer be required in a short notice, the AP/RSE or their representatives should call the officer concerned to arrange for access to BD office.
<p>Dissemination of notes of the Discussion Forum It had been discussed in the Joint BSC/APSEC meeting on 9.10.2015 that BD's frontline staff should be notified of issues discussed in BSC and APSEC meetings, the APSEC Discussion Forum, etc. so as to facilitate plan processing.</p>		Item 16 ADF 5/2015 BD follow up of Item 14 ADF 2/2014	To effectively deliver the decisions on issues discussed and agreed in ADF, BD would apart from keeping the current practice of posting confirmed ADF minutes in the intranet for staff's information, also raise such discussed items in sectional meetings for officers' attention. As ADF decisions with bearing would be incorporated into circular letters, PNAPs or even codes and regulations as appropriate, it would not be necessary to create another platform in the BD's website to house such transitional information for viewing by the public.
<p>Extension of opening hours of AP Working Rooms in CP3 The Rooms are closed at 5:30 pm. BD does not intend to extend the opening hours of these rooms beyond the office hours.</p>		Item 19 ADF 5/2016 BD	BD advised that working hours of the BD staff manning the AP Rooms were from 9:00am to 5:45pm (from Monday to Thursday) and 9:00am to 6:00pm (Friday). Taking into account the time required for BD staff to record the usage of photocopiers therein, it would be difficult to extend the current opening hours. However, BD would still explore the feasibility to extend the opening hours from 5:30 to 5:45pm
<p>Progress of the Working Group (WG) recently formed under ADF BD would report the progress of the WG.</p>		Item 18 ADF 2/2017 BD	<p>BD reported that it was decided in the last Joint BSC/APSEC meeting that the WG would be further tasked to formulate guidelines for designing architectural screens for shielding raised tracks and gondola and BD would request WG members to provide input for deliberations.</p> <p>BD also reported progress of the WG as follows:</p>

General Issues (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Progress of the Working Group (WG) recently formed under ADF (cont'd)</p>		<p>Item 18 ADF 2/2017 (cont'd)</p>	<p>..... <u>Provision of Safe Access and Facilities for Repair and Maintenance of External Features</u> Labour Department (also WG member) advised that building features such as balustrade, windows, etc., if used as anchorages should be tested /inspected by RPEs before use instead of trained competent persons. As such, BD considered further follow-up on designing such features as anchorages seemed unnecessary.</p> <p><u>Streamlined Submission Procedures for Carrying out Demolition Works Involving Minor Works</u> BD reported that as the proposed streamlined procedures which required associated minor works to be submitted to the New Buildings Division and permitted reduction / elimination of separate photographic records were well received by the members, the new measures would be promulgated in form of a circular letter in due course.</p> <p><u>Provision of Reduced Size Light Well to Enhance Natural Ventilation</u> A WG member volunteered to conduct CFD modelling for comparing the ventilation performance of reduced-size light wells which were ventilated at the bottom. BD would provide detailed parameters for the purpose shortly.</p>
<p>Use of Pre-fabricated External Walls BD noted that curtain wall designs were found much more popular than those pre-fabricated units. As glass would inevitably post difficulties in meeting lower OTTV and RTTV, BD would like to obtain views from the industry in not using pre-fabricated units.</p>		<p>Item 10 ADF 3/2017 BD</p>	<p>Members expressed that the maximum permissible thickness of pre-fabricated external walls that could be exempted from GFA being 150mm might not be enough, particularly for cases with large walls or walls with large built-in window, which in turn entailed additional structures for reinforcement undermining the design flexibilities. Furthermore, unlike pre-fabricated units, curtain walls needed not be capped within in the 10% GFA concession.</p> <p>BD advised that they would take note of the members' views and would contemplate measures to encourage more use of pre-fabricated external walls.</p>
<p>Vertical Greening at Hoarding and Covered Walkway ADF 4/2014..... whether BD will re-consider accepting vertical greening (VG) at hoarding and covered walkway to enhance the environment near construction site, provided that:</p> <p>(i) Water supply and drainage of VG are properly designed; (ii) Structural calculation of VG is submitted; and</p>		<p>Item 4 ADF 5/2017 HKIA</p> <p>follow up of Item 5 ADF 4/2014</p>	<p>BD welcomed the proposal and reiterated item 5 of the said ADF that a number of factors had to be considered to ensure safety and avoidance of creating nuisance and inconvenience to the public. In particular, comments from other relevant departments and the proper maintenance of the vertical greening should be observed.</p>

General Issues (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Vertical Greening at Hoarding and Covered Walkway cont'd</p> <p>(iii) Relevant requirements of TD/ HyD set out at Appendix A of PNAP APP-23 are complied with.</p> 		<p>Item 4 ADF 5/2017 (cont'd)</p>	
<p>Use of Office Toilets in CP</p> <p>As the on the spot drawings revision might take very long time, members would like to see if BD could consider opening the 7/F toilets for the use by the consultants' staff.</p>		<p>Item 7 ADF 2/2019 HKIS</p>	<p>BD acknowledged the suggestion and would consider as appropriate.</p>
<p>Central Data Bank (CDB)</p> <p>To provide a web-based point of reference to AP, RSE and other parties concerned in the building industry, BD has maintained a CDB which contains historical information on material acceptance in respect of a completed building development. The acceptance is generally based on tests and assessments carried out by the accredited laboratories and assessed and certified by the AP/RSE as meeting the performance standards stipulated in relevant building regulations and codes of practice at the time of submission to BD. In this connection, the inclusion to CDB is not a prerequisite for adoption of any building material, component or construction system in a building development.</p>		<p>Item 20 ADF 1/2020 BD</p> <p>Also refer Item 11 ADF 1/2021 HKIS</p>	<p>Members noted that the purpose of the CDB is intended to help sharing of information to the industry. In response to members' enquiries, BD would review the process of updating of accepted structural materials, components or construction systems to CDB.</p>

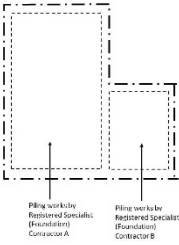
General Issues (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Special Work Arrangement of New Building Divisions (NBDs)</p> <p>While the normal public service had been resumed from 15.9.2020, BD would continue to implement targeted measures to reduce social contact and apply infection control measures. BD reminded that practitioners might continue to adopt the facilitating measures promulgated by BD on 28.9.2020 regarding communication with BD officers, statutory submissions and site inspections via the Notice to Registered Building Professionals.</p> <p>BD advised that witnessing of pile proof test by HOKLAS accredited laboratory with video recording would continue to be allowed on a case-by case basis.</p>		<p>Item 22 ADF 3/2020 BD</p>	<p>Members welcomed the continuation of BD's special work arrangement. Members of HKIE suggested BD to copy the referral emails to GEO to AP/RSE/RGE to facilitate their follow-up action. BD would consider HKIE's suggestion.</p> <p>[Post Meeting Note: As advised by GEO, they considered copying the referral emails to GEO to AP/RSE/RGE did not conform to their established practice. In view of the current mode of operation which is proven effective, GEO advised the status quo should be maintained.]</p>
<p>Minor Amendments to the Plans at BD's Office</p> <p>To facilitate practitioners for case discussions with BD officers and making minor amendment to the plans, BD advised that 17 tables had been set up in the lift lobbies on 7/F, 8/F and 9/F. Prior appointments could be made with BD officers for case discussions and reservation of the meeting table would be made by BD officers. To make the best use of the resources, each booking session would be of 30 minutes. In view of the continued need to reduce social contact, the number of users at each meeting table is limited to 3 (including the BD officer). BD also appealed to practitioners' assistance in conducting case discussions with BD officers via video conference and taking the plans back to their offices for amendment as far as possible.</p>		<p>Item 23 ADF 3/2020 BD</p>	<p>Members welcomed BD's facilitating measures and would notify the members of their institutes/ association of the arrangements accordingly.</p>
<p>Central Data Bank</p> <p>Some test reports of the on-list materials in Central Data Bank (CDB) were found expired. We would like to know if such materials could still be considered acceptable provided that:</p> <ol style="list-style-type: none"> a. it could fulfill the relevant performance requirements; and b. a valid assessment report could be produced. <p>Besides, the same principle shall be applicable to building, structural and fire rated materials.</p>		<p>Item 11 ADF 1/2021 HKIS</p>	<p>BD advised that the CDB contained only historical information on material acceptance. It was not uncommon that some test reports therein were already expired. APs/RSEs were required to ensure the materials, components and system adopted had been properly tested according to the latest standards. Any supplementary test or assessment reports not indicated in the CDB should be submitted.</p>

General Issues (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Relocation of Kowloon Section of New Buildings Division (NBD) 1 and Kowloon Unit of NBD 2</p> <p>BD advised that Kowloon Section of NBD 1 and Kowloon Unit of Kowloon and Rail Section of NBD 2 in 14 Taikoo Wan Road, Hong Kong would be relocated to AIA Kowloon Tower Landmark East, 100 How Ming Street, Kwun Tong, Kowloon (AIA Office) on 1 February 2021. As no receipt and dispatch (R&D) counter will be set up at AIA Office, statutory submissions should only be made to the R&D counter on 7/F, 14 Taikoo Wan Road, Hong Kong.</p> <p>Practitioners can continue to contact BD's officers in AIA Office via their current telephone number. A relocation notice will be issued in due course.</p>		<p>Item 15 ADF 1/2021 BD</p>	<p>Members noted the relocation arrangement of Kowloon Section of NBD 1 and Kowloon Unit of NBD 2.</p>
<p>Relocation of Kowloon Section of New Buildings Division (NBD) 1 and Kowloon Unit of NBD 2</p> <p>Further to the relocation of Kowloon Section of NBD 1 and Kowloon Unit of Kowloon and Rail Section of NBD 2 to Kwun Tong Office on 1 February 2021, there was a case that the approved A&A plans could only be collected one month after from the date of approval.</p> <p>We suggest to improve the situation by considering if the approved plans can be collected at Kwun Tong Office so as to reduce the collection time.</p>		<p>Item 11 ADF 2/2021 HKIS</p>	<p>BD advised that dispatch of approved plans or other documents to AP/RSE might have suffered a short delay in February 2021 due to the office relocation. The services was found resumed normal with daily delivery of the plans and documents arranged between Taikoo Wan Office and Kwun Tong Office to avoid delays.</p> <p>In response to HKIS's suggestion, BD advised that Kwun Tong Office was a small sectional office and could not afford the space and staff for setting up a receipt and dispatch counter.</p>
<p>Streamline the Approval Process</p> <p>For approval of A&A submissions with modification/exemptions granted, it is required to incorporate a summary of items covered by valid Form BD106 in the subsequent amendment plans for approval before the Form BA14 is submitted.</p> <p>While a month's time is required for the subsequent approval, in order to streamline the approval process, it is suggested that the summary of valid Form BD106 table to be inserted on plans and the modifications/exemptions granted during the same approval can be recorded simultaneously. (i.e no need to submit subsequent amendments plans for approval.)</p> <p>Would BD accept this arrangement?</p>		<p>Item 12 ADF 2/2021 HKIS</p>	<p>BD advised that the suggested arrangement was not acceptable. In particular, different conditions might be imposed upon granting of modifications/exemption and approval of plans.</p> <p>Notwithstanding, the AP might communicate with the case officers to expedite the processing of amendment plans solely involving the updating of valid Form BD 106.</p>

General Issues (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Processing of Form BA14 As advised by many members, many Forms BA14 are pending to be processed by BD particularly during the special work arrangement of New Building Divisions. We appreciate if BD can speed up the processing of Form BA14 once the office operation resume normal.</p>		Item 23 ADF 2/2021 HKIS	BD would review the situation and remind staff to promptly follow up the Form BA14.
<p>Building Works with More than One Registered Contractors It is our understanding that more than one Registered Contractors can carry out building works within the same site at the same time, provided that there is a clear demarcation of sites for which the respective contractors are responsible. For example, two Registered Specialist Contractors can carry out piling works within the same site at the same time as per the diagram below. Would BD please clarify if our understanding is correct.</p>  <p>The diagram illustrates two overlapping rectangular areas representing piling works. The larger area on the left is labeled 'Piling works by Registered Specialist: Contractor A'. The smaller area on the right is labeled 'Piling works by Registered Specialist: Contractor B'. The two areas overlap, indicating that both contractors can perform piling works within the same site simultaneously.</p>		Item 3 ADF 4/2021 HKIA	BD advised that HKIA's understanding was correct provided that the site works could be structurally and physically demarcated and carried out in accordance with the approved plans and imposed conditions.
<p>Enhanced Communication and Timely Submission of Documents BD would like to seek Members' views on the following:</p> <ol style="list-style-type: none"> Enhanced communication and alert system to ensure early detection and prompt notification to BD of site incidents concerning quality of work. Timely submission of structural material certificates and testing reports. Timely submission of drain tests in accordance with the regulation requirements <p>(To be Cont'd)</p>		Item 15 ADF 4/2021 BD	For items 1 and 2, members shared their experience in handling site incidents concerning quality of works and the difficulties encountered for timely submission of structural documents to BD. Members raised that the heavy workload of laboratories on preparation of test reports / certificates for the building materials had affected the workflow of contractors. To enhance effective handling of documents and proper record, members suggested setting up a link for AP/RSE/RGE to upload the structural documents supplementary to formal submissions. BD would consider members' suggestions and advised that the electronic submission hub was being developed to facilitate submissions of electronic format of documents.

General Issues (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Enhanced Communication and Timely Submission of Documents (Cont'd)</p>			<p>For item 3, members noted the submission of certificate on completion of drain test should be made within 7 days from attending the drain test as stipulated in PNAP APP-58 and would observe the requirement accordingly.</p>
<p>Paperless Submission (Item raised by BD)</p> <p>Refer to item 7 of ADF 1/2021 held on 22 January 2021 regarding paperless submission for structural documents in CD/DVD, BD would like to inform Members that the revised PNAP ADM-8 incorporating a list of structural documents (Appendix B to PNAP ADM-8) that can be submitted in CD/DVD format as an alternative to the conventional paper format has been issued in July 2021.</p> <p>Refer to item 23 of ADF 5/2018 held on 16 November 2018 , BD would like to remind that similar guidelines on paperless submission of Part II structural submissions had been promulgated in PNAP ADM-8 in the revision in July 2016. However, the latest statistics indicates that quite a large proportion of the Part II structural submissions were still in paper format. BD would like to solicit the cooperation of the RSEs in supporting the green initiative to submit the Part II structural submissions in CD/DVD format as far as practicable.</p>		<p>Item 16 ADF 4/2021 BD</p>	<p>Members noted and would remind the practitioners to adopt paperless submission for structural documents and Part II structural submissions.</p> <p>Members of HKIE suggested BD to further accept paperless submissions regarding Part II structural submissions for excavation and lateral support, foundation and site formation. BD would consider HKIE's suggestion.</p>

Buildings Ordinance			
Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Application of BO s.31(1) (Projection Over Street) BD staff would not approve projections over street on the basis of Lands Department's objection under the lease. HKIA suggested BD to consider such building plan applications solely under the jurisdiction of BO s.31(1).</p>	BO S31	Item 23 ADF 1/2013 HKIA	BD noted HKIA's concern and would review the situations.
<p>Application of BO s.31(1) HKIE raised similar concern as of item 23 which BD would not grant approval, in particular works related to soil nails on government land if Lands Department had any adverse comment.</p>	BO S31	Item 24 ADF 1/2013 HKIE	BD noted HKIE's concern and would review the situation.

Building (Administration) Regulations - Fees/ Forms / General Procedures

Issue	Code Ref	Date of discussion	BD response
<p>Soft Copy for RVD Soft Copy of Record Plans for R&VD in AutoCAD or Microstation format</p>	<p>PNAP APP-13</p>	<p>Item 22(b) ADF 2/2012 BD follow Up Item 33 ADF 5/2012</p>	<p>In response to R&VD's request for introducing a requirement in PNAP APP-13 to require the supply of soft copy of the record plans in AutoCAD or Microstation format after project completion, Members discussed and agreed to convey the message to members of their organizations and to provide their response to such request to BD. (Update discussion in ADF 5/2018)</p>
<p>Soft Copy for RVD Matters arising from Item 22(b) ADF 2/2012, Item 21 of the Discussion Forum on 18.5.2012 and Item 22 of the Discussion Forum on 3.8.2012</p>	<p>PNAP APP-13</p>	<p>Item 33 ADF 5/2012 BD also refer below</p>	<p>Members had reservation on the suggestion of providing softcopy of record plans in both AutoCAD and Microstation format to R&VD.</p>
<p>Softcopy of Record Plans for RVD in AutoCAD Format Matters arising from Item 33 of the Discussion Forum on 26.10.2012 regarding softcopy of record plans for RVD in AutoCAD or Microstation format.</p>	<p>PNAP APP-13</p>	<p>Item 13 ADF 3/2013 BD also refer Item 21 ADF 5/2018</p>	<p>Upon RVD's request and pursuant to PNAPs APP-13 and ADM-12, BD reminded APs / RSEs / RGEs to submit the softcopy (preferably in AutoCAD or Microstation format) together with the hardcopy of the record plans for all newly completed buildings and A&A works for RVD's rating purposes. RVD had committed that the softcopy of the record plans would only be used for relevant rating purposes and would not be released to other Departments or parties.</p> <p>Members raised reservation on providing editable softcopy of record plans to RVD. As discussed, HKIA and REDA would nominate representatives to pursue this matter with RVD directly.</p> <p>(Post-meeting note : Contact details of representatives of HKIA and REDA were provided to RVD for arranging a meeting to follow up this subject.).</p>
<p>Signing of Undated Specified Forms for Contract Award BD had recently received information that for consideration of the award of a contract, some developers might require prospective contractors to give an undertaking to complete, sign, endorse and return undated copies of specified forms under the Buildings Ordinance, Cap. 123, for the proposed works under the contract.</p>	<p>BO</p>	<p>Item 14 ADF 3/2013 BD</p>	<p>BD reminded the practitioners that signing of undated specified forms to certify completion of building works or street works which had yet to be carried out might contravene relevant provisions of the Buildings Ordinance and other enactments. If any AP / RSE / RGE/ RGBC / RSC was asked to complete and sign undated specified forms or to take part by assisting or facilitating the commission of such act in such circumstances, he/she was advised to report the case to BD for further investigation.</p> <p>(Post-meeting note : A circular letter regarding this issue was issued to all AP / RSE / RGE / RGBC / RSC on 24.5.2013.)</p>

Building (Administration) Regulations - Fees/ Forms / General Procedures (cont'd)

Issue	Code Ref	Date of discussion	BD response
<p>Fee Revisions - Building (Administration) Regulation 2014 and Building (Oil Storage Installations) Regulation 2014</p>	<p>PNAP APP-55</p>	<p>Item 15 ADF 4/2013 BD</p>	<p>Stakeholders noted that the revised fee for oil storage installation licence and processing of plans would be implemented on 10 November 2014 tentatively. Revised PNAP APP-55 and Form BD 24 would be issued in due course.</p>
<p>Submission of Form BA10 - Validity of Registration of Registered Contractor</p> <p>Under BO, the registration of a contractor will continue to be in force if he makes an application for renewal within the time limit [i.e. not earlier than 4 months and not later than 28 days prior to the date of the expiry of the registration] and pays the renewal fee until his application for renewal is finalised by the Building Authority subject to any decision of the Registered Contractors' Disciplinary Board.</p> <p>However, if a registered contractor whose registration expires or who has no Authorized Signatory acting for him for the purposes of the BO during the carrying out of building works or street works, such works should cease immediately in accordance with regulation 22(2) of the Building (Administration) Regulations. In this connection, the AP are reminded to check and ensure that the registered contractors under his/her supervision has a valid registration during the construction process.</p>	<p>BO 8C(3)</p>	<p>Item 13 ADF 4/2015 BD</p>	<p>The BD added that NBD1 colleagues had been informed of the relevant provisions under the Buildings Ordinance when processing submissions of Form BA10.</p>
<p>Submission of Form BA5</p> <p>It has been an established practice that Form BA5 is required for 1st submission of each type of plans, and not required for resubmission or subsequent amendments. We notice that some APs were requested to submit BA5 for all resubmissions and amendments recently. Please clarify if there has been a change of practice.</p>	<p>B(A)R 18A</p>	<p>Item 19 ADF 3/2016 AAP</p>	<p>Under B(A)R 18A, where plans of building works were submitted to the BA for his approval, there should be submitted together with plans, a certificate which should be in the specified form, by the AP, RSE or RGE, as the case might be, who prepared the plans or under whose supervision the plans were prepared. Form BA5 should therefore always be submitted together with plans. However, owners' signature or ownership proof would not be necessary after the 1st submission of general building plans unless there was a change of such.</p>
<p>Form BA 5</p> <p>(a) New Statutory Forms (BA form) have been uploaded in BD's website. Please advise whether the old BA forms can still be used during the transitional period.</p> <p>(b) Please advise whether we can use the Certificate of Registration No. of AP/RSE/RGE to replace HKID No. in the Section 2 (Details of the Applicant) of the new Form BA 5.</p>		<p>Item 9 ADF 4/2016 HKIE</p>	<p>BD advised that the old BA Form might still be used during the transitional period but such would not be accepted from 1.11.2016 onwards.</p> <p>BD advised that their Electronic Forms Submission System could not recognize the Certification of Registration No. of AP/RSE/RGE. If AP/RSE/RGE did not wish to show their HKID No., they would have to use hard copy for submission.</p>

Building (Administration) Regulations - Fees/ Forms / General Procedures (cont'd)

Issue	Code Ref	Date of discussion	BD response
<p>Electronic Form Submission System (EFSS) After the implementation of EFSS, there are some standard forms in which the original fields for certain certificate/declaration had been deleted, e.g. Appendix B to PNAP APP-151, where the original field for declaration signed by Registered Professional Engineer (RPE) had been deleted leaving only the AP to declare the correctness of information contained, although such was indeed prepared by the RPE. The BD is requested to advise whether it is the genuine intention, or else further update of the Form is necessary.</p>	<p>eg. PNAP APP-151</p>	<p>Item 1 ADF 2/2018 HKIA</p>	<p>BD advised that as the AP should be the coordinator of the project, the declaration form referred in PNAP APP-151 should be signed by the AP accordingly.</p>
<p>Temporary Absence of AP/RSE/RGE According to BO Section 4(2) and B(A)R 23(2), if AP/RSE/RGE is absent from Hong Kong, he is required to nominate another AP/RSE/RGE and notify BA within 7 days with Form BA21. RSEs need to travel to Mainland for audit inspection of precast factory monthly for each project so as to fulfil the QA requirement in accordance with PNAP APP-143. Can we simplify this administrative procedure by waiving the submission of Form BA21 should the temporary absence is less than 24 hours and the RSE can be reached by mobile phone.</p>	<p>BO S4(2) PNAP APP-3</p>	<p>Item 3 ADF 2/2018 HKIE</p>	<p>HKIE stated that the proposal aimed to save the resources in administration works. The AP/RSE/RGE in temporary absence of less than 24 hours would still be responsible for the supervision of their projects. BD replied that there were no provisions under the BO that the submission of Form BA21 could be waived for a short period of temporary absence from Hong Kong. The statutory requirement was to ensure that the AP/RSE/RGE responsible for the works was readily available to discharge duties under the BO, in particular when an emergency situation arose. Reference should be made to PNAP APP-3.</p>
<p>Softcopy of Record Plans for RVD in AutoCAD Format Softcopy of record plans in AutoCAD format could effectively shorten the processing time and assure the accuracy of the valuation work of the Rating and Valuation Department (RVD). According to RVD, most of APs are positive towards the sharing of softcopy of record plans upon receiving RVD's requests. As early provision of such could facilitate their timely assessment of the rateable values for the residential units, APs are encouraged to submit a CD-ROM containing the softcopy of the record plans in AutoCAD format upon OP application/ completion of A&A works in addition to the required paper copy for onward transmission to the RVD. PNAP APP-13 will be accordingly revised to take forward the streamlined workflow.</p>	<p>PNAP APP-13</p>	<p>Item 21 ADF 5/2018 BD</p>	<p>BD briefed members on the background. In order to save the administrative efforts, APs were encouraged to submit softcopy of record plans in AutoCAD format upon OP application/ completion of A&A works for BD's timely transmission to RVD. Members in general welcomed the suggested streamlined workflow.</p>

Building (Administration) Regulations - Plan Submissions / Approval/ Consent

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Change of Interpretation of Regulations a change in the responsible BS on a project often would lead to changes in the interpretation of regulations, even when plans have been approved and amendments do not involve the items concerned. This has led to problems of abortive works for projects near OP and a general lack of confidence in the plans approval process. Can BD confirm that an approval of plans is a solemn act and plans already approved should be respected as such even with a change of personnel?</p>	--	Item 8 ADF 3/2012 HKIA follow Up Item 9 ADF 4/2012	BD advised that APs could request the next higher level officer for a review if they thought there was a change to previous interpretations, i.e. review by SBS if BS's interpretations were changed, review by CBS if SBS's interpretations were changed, etc. [Post-meeting note : BD has reminded its staff to seek CBS's endorsement if there is a need to request AP to amend plans showing building works which had already been approved previously.]
<p>Potential for UBW Potential for UBW in Relation to GBP Approval</p>	--	Item 22(e) ADF 2/2012 BD	Members enquired if BD would follow the DB's public statement in LegCo that existence of potential for UBW/abuse would not be a ground for disapproval of plans. BD clarified that in processing applications for modifications/exemptions, potential for UBW/abuse would be one of the relevant factors to be considered in formulating a decision.
<p>Validity Period for Modification Approval (For redevelopment project) to extend the validity period of the modification approval if the superstructure consent cannot be obtained by the deadline stated in the permit due to the Applicant's inability to secure vacant possession on time for demolition and foundation works due to: Full ownership of site has been acquired and demonstrated. But the existing tenancies don't allow the developer to take vacant possession on time to start the Demolition and Foundation Works. Plans submitted before 21-10-2010 and approved. Subsequent amendment involves modifications which BD approved with validity period. However, full ownership was not obtained on time to allow developer to take vacant possession to start Demolition / Foundation Works.</p>	BO S16	Item 11 ADF 3/2012 also refer Item 20 ADF 4/2012	BD confirmed that S16(3)(d) of the Buildings Ordinance would not be invoked to refuse consent for plans approved more than 2 years ago unless: (i) New building regulations had come into force after approval of plans and consent to commence works of such approved plans had not been granted (details were set out in paragraph 15 of PNAP APP-97); or (ii) A validity period was imposed in a Form BD 106 for the approval of plans and the validity period has expired.
<p>Time for Approval by BD and FSD The time for getting timely GBP approval is getting longer and longer, and often statutory period cannot be met. We observe that FSD and BD both have similar problems.</p>	--	Item 12 ADF 3/2012 AAP	BD would convey the message to FSD regarding this item. BD would also remind its staff to liaise with APs for early amendment of plans to facilitate early approval of plans.

Building (Administration) Regulations - Plan Submissions / Approval/ Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Change of Interpretation of Regulations ADF 3/2012. Unfortunately, this is still a general phenomenon especially when there is a change in the vetting officer; this ends up in a general fear that whatever approved in respect of aspects not expressed in writing in the regulations or practice notes, cannot be taken as approved.</p>	--	Item 9 ADF 4/2012 HKIA follow up of Item 8 ADF 3/2012	BD asked HKIA to collect examples of change of interpretation of regulation on approved GBP during processing of GBP amendments. BD also advised that its staff had been reminded to seek CBS's endorsement if there was a need to request AP to amend plans showing building works which had already been approved previously.
<p>Building Plans and Application for Occupation Permit (Friendly Reminder)</p>	BO	Item 19 ADF 4/2012 BD	The BD had identified some frequently encountered problems during the processing of plans and applications. To facilitate early approval of plans, reduce the amount of amendments required on plans at the BD's office prior to approval, and to generally reduce abortive work, the BD had compiled a "Friendly Reminder on Preparation of Building Plans and Occupation Permit" for use by APs. Members were requested to convey the Friendly Reminder, as attached, to members of their organizations.
<p>Validity Period of Modification/Exemption</p>	BO S42	Item 20 ADF 4/2012 BD also refer Item 11 ADF 3/2012	If there were genuine technical difficulties to commence building works within the time limit specified in the permit (Form BD106) granted under section 42 of the Buildings Ordinance, the AP could submit an application for extension of the time limit (EOT).BD advised that genuine technical difficulties should be related to the construction works e.g. difficult site constraints, complicated or large scale site formation or foundation works, or conditions/requirements imposed by other government departments leading to delays that were beyond the control of the applicant, etc. Members were reminded to provide document proofs to substantiate their applications. The applications should be submitted not more than 6 months before the expiration of the time limit of the Form BD106.
<p>Building Committee Meeting Please clarify under what circumstances will issues like</p> <ul style="list-style-type: none"> • modification for exemption applied with plans submissions • enquiry submissions be discussed in a BC Meeting. <p>There was a saying that an application must be disapproved twice before it will be raised in a BC. Please clarify whether this is true. Please advise if Authorized Person can request items to be raised in a Building Committee Meeting for BD's consideration.</p>	--	Item 20 ADF 5/2012 AAP	BD clarified that there was no such rule or practice that an application should be disapproved twice before the case is referred to BC. APs could discuss their problems with the case officers including CBS whereas for general issue they might raise them during Forum discussion.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>FSD's Vetting Period for GBP Submission</p> <p>We suggest BD to liaise with FSD to provide different queues for FSD's GBP vetting:</p> <p>A. FSD's approval of the submission is pre-requisite for BD's approval</p> <ul style="list-style-type: none"> • New or resubmission of plans which have not been approved by BD before, even if they have been approved by FSD • resubmission of plans previously disapproved by FSD, including amendments <p>B. FSD's approval of the submission is NOT a pre-requisite for BD's approval</p> <ul style="list-style-type: none"> • Minor amendment 	--	Item 21 ADF 5/2012 AAP	BD advised that the issue had been raised with the FSD and it was understood that the FSD was carrying out streamlining of their workflow. BD suggested that members of the professional institutions could raise the issue directly at their regular meetings with the FSD.
<p>BD's Vetting Period</p> <p>We support BD to engage more manpower to tackle the increased workload for approval of plans so that the statutory period can be followed.....</p>	--	Item 22 ADF 5/2012 AAP	BD noted AAP's view and welcomed suggestions from the institutions.
<p>Centralised Processing System</p> <p>We note that the following needs to be circulated to other departments together with the Centralized Processing System.</p> <ul style="list-style-type: none"> • Fire- Safety Management Plan to FSD • Justification for Open Kitchen to FSD • Pedestrian report for bridge to TD <p>Since the current PNAP ADM-2 does not have the above boxes to check, sometimes they are missed out and cause delays.</p>	--	Item 23 ADF 5/2012 AAP	<p>BD would update the checklist in Appendix A of PNAP ADM-2.</p> <p>(Post-meeting Notes : AAP further suggested the following item in Part IV (Additional Copies of Justification Documents for Circulation) of the checklist –</p> <ul style="list-style-type: none"> • GFA exemption for AC Plant Rooms / AHU Rooms (Plant room detail layout) (EMSD) • Alternative Approach for Fire Safety (Fire Safety Management Plan) (FSD) • Footbridge over Street (Traffic Study – Pedestrian Traffic Report) (TD) • Open Kitchen (Fire Safety management Plan) (FSD)
<p>Suggestion to Streamline Submission Process</p> <p>.... quite often due to inconsistent interpretation of regulations by BD's front line staff, APs have to approach CBS to seek for clarifications,.....However, most problems only emerge when the full set of GBP is available. Thus it is proposed that the AP is allowed a chance to present his scheme to the CBS, SBS and BS say 2 weeks after the first GBP submission to minimize misunderstanding.</p>	--	Item 1 ADF 1/2013 HKIA	The BD responded that they welcomed dialogue between AP and BD's staff but time might not permit a routine for AP to present his scheme in all cases. In addition, a period of 2 weeks after submission might not be sufficient for BD's staff to have an initial vetting of the scheme. In case a discussion was to be arranged, a timeline of 4 weeks after submission would be more appropriate.
<p>Processing System (Site Formation Plan vs GBP)</p> <p>Will BD process Site Formation Plans before the submission of GBPs?</p>	--	Item 13 ADF 1/2013 HKIE	BD confirmed that approval and subsequent consent application for Site Formation and Natural Terrain Mitigation Works can be processed prior to the submission of GBPs.

Building (Administration) Regulations - Plan Submissions / Approval/ Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>External Cladding (a) (refer GFA issues)</p> <p>(b) <u>Structural Submission of External Ceiling</u> please clarify whether structural submission of all external ceiling of whatever types are required.</p>	--	Item 3 ADF 2/2013 HKIA	(b)The BD confirmed that structural submission of all external ceiling of whatever types as long as subject to wind load was required.
<p>Extension to Two Years Period for Commencement of Superstructure Works It has been advised that application for extension to the two years period for commencement of superstructure works should be submitted about 1/2 year before the expiry of the two years period. The question whether it can be applied earlier say one year beforehand so that programming of works could be planned ahead.</p>	BO	Item 5 ADF 2/2013 HKIA	The BD reiterated that the objective of imposing the 2-year time limit was to ensure that developers would implement the proposals as shown on the approved plans diligently within a reasonable period, and not to delay the implementation even until the circumstances had changed to such a state that implementation of the works at that stage with the modification/exemption would have been considered as imposing an adverse effect on the built environment. If the application for EOT was submitted too early before the expiry of the time limit, it would not be possible to assess whether the proposed works had been proceeded with diligently subsequent to obtaining the approval of plans. It would also be premature for the BA to determine a reasonable period of extension.
<p>Approval Time for GBP Amendments and Delay in Acknowledgment of BA14 It is understood that due to increase in work load, BD's staff is working hard to meet the time limit for approval and acknowledgment. It is admitted that sometimes it is due to the quality of submissions but one thing through it appears that the front line staff of BD tend to look for discrepancy in details of calculations and dimensions, which should be the liability and responsibility of the APs to ensure the accuracy, instead of focusing on the principles of vetting of GBP submissions. If such principles are upheld, it would probably shorten the time for vetting.</p>	BO	Item 8 ADF 3/2013 HKIA	<p>The BD advised that several means to reduce workload of BD staff were being considered, such as the proposed streamlining of hoarding renewal process by self-certification with record photos such that an inspection by BD for renewal of hoarding permit could be dispensed. To facilitate early approval of plans, reduce the amount of amendments required on plans at the BD's office prior to approval, and to generally reduce abortive work, the BD had previously compiled a "Friendly reminder on Preparation of Building Plans and Occupation permit" for use by APs. A copy was attached again for reference.</p> <p>APSEC Paper No. 1/13 on Draft Revised PNAP APP-23 on Hoarding, Covered Walkways and Gantries was being revised and would be circulated to APSEC members for comments. The BD would welcome further suggestions from the professional institutions.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Consent & Form BD103 for GI, Foundation and ELS Works Normally, RSE or RGE applies consent for GI, Foundation and ELS as they are more familiar with the site situation and progress for these engineering related works. Usually BD will issue the consent letter with Form BD103 to the applicant (i.e. RSE or RGE)..... However, some district sends out the consent letter to applicant (i.e. RSE or RGE) but dispatching the Form BD103 to AP. Would BD please unify the practice</p>	BO	<p>Item 9 ADF 3/2013 HKIE</p> <p>follow up Item 8 ADF 5/2013</p>	<p>BD clarified that Form BD 103 and consent letter would send to applicant when issuance of consent. This is an isolated case. The sectional registries would be reminded of the normal practice.</p>
<p>Up-to-date Record of Discharge Value Is there any mechanism for APs to obtain most up to date record of discharge value of staircases and provision of toilet facilities for buildings with licensed premises which are essential for providing advisory/ feasibility study services to clients.</p>	--	<p>Item 8 ADF 4/2013 HKIS</p>	<p>Under normal circumstances, APs should have the professional knowledge and be competent to assess the population of a building with licensed premises and adequate provision of sanitary fitments by referring to the approved building records obtained from BD's BRAVO. Although the Licensing Unit of the BD has kept the records of the discharge value but there might be a possibility that a licensed application with a substantial increase in population would be received shortly after the preparation of the record and hence it was difficult to have the most up-to-date figures available for reference by the APs.</p> <p>As the BD has only been offering comments on building safety aspect to the various Licensing Authorities, the BD was not in a position to provide information on the sanitary fitment provisions in licensed premises.</p>
<p>Streamline the Processing of Drainage Submissions BD proposed to adopt a self-certification approach to streamline the approval process of drainage plans.</p>	BO	<p>Item 11 ADF 4/2013 BD</p> <p>also refer Item 13 ADF 5/2013</p>	<p>The BD was considering refinements to the curtailed checking of drainage plans and one of the proposals was a self-certification approach supported with a checklist to undertake that the submitted drainage plans were in compliance with the provisions of the BO and drainage regulations. The checklist would include those fundamental items such as the provision of access for maintenance/repair, the provision of FRR protection for openings at fire barriers and the consistency between drainage plans and building plans.</p> <p>BD would also prepare an information note on common mistakes found during the processing of drainage plans for APs' reference. Representatives of the professional institutions welcomed the proposal.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Streamline Processing of Structural Submissions BD proposed streamline measures for structural submissions.</p>	BO	Item 12 ADF 4/2013 BD	<p>(a) Structural submissions relating to steel structures In submission, RSEs are requested to provide a table of schedule on plan showing member size and material grade of all types of structural steel members for ease identification.</p> <p>(b) Structural submissions relating to cantilevered structure. In submission, RSEs are requested to provide a table of schedule on plan showing all types and locations of cantilevered reinforced concrete structures and cantilevered steel canopy for ease identification.</p> <p>(c) Submission of documents for processing OP/BA14 application. RSEs are requested to submit documents and reports (e.g. mill certificates, testing reports, etc) to BD at regular intervals in order to avoid sudden upsurge of workload at OP/BA14 application stage.</p> <p>Noting the favourable comments from members, streamline measures above would be implemented at the earliest possible time.</p>
<p>Consent & Form BD103 for GI, Foundation and ELS Works Matters arising from Item 9 of the ADF 3/2013 regarding the dispatch arrangement for consent and Form BD 103 for GI, Foundation and ELS Works.</p>	BO	Item 8 ADF 5/2013 HKIE also refer Item 12 ADF2/2014	The BD agreed to further remind their Sectional Registry to directly dispatch the consent letter together with Form BD103 for GI, Foundation and ELS works to RSE or RGE who submit the Form BA 8 for consent application.
<p>Checking of Drainage Plan and Completed Drainage Works Matters arising from ADF 4/2013 regarding the curtailed checking of drainage plans.</p>	BO	Item 14 ADF 5/2013 BD follow up of Item 11 ADF 4/2013	<p>The BD introduced the refined curtailed checking system for drainage plans as follows:-</p> <p>(a) in order to improve the efficiency in processing drainage plans, a checklist for drainage submissions would be provided to the stakeholders for incorporating into the plans;</p> <p>(b) to avoid unnecessary cross referrals within BD, AP and RSE should arrange the structural details of a new submission, resubmission, amendment or major revision of drainage plans should form a separate submission for New Buildings Division 2's processing. More information on the scope and types of structural details to be incorporated in the structural submission would be provided in due course;</p> <p>(c) the items of fundamental issues to be checked would be curtailed and only a specified percentage of the proposed drainage works in the drainage plan submissions would be randomly checked by the BD; and</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Checking of Drainage Plan and Completed Drainage Works (cont'd)</p>		<p>Item 14 ADF 5/2013 (cont'd)</p>	<p>(d) only a specified percentage of the completed drainage works would be randomly checked in the OP inspection by the BD.</p> <p>In the interim, the BD would accept and process voluntary separate submission of structural details of proposed drainage works.</p> <p>The BD stressed that it was the APs' statutory duties and responsibility to ensure their submissions were in compliance with the Buildings Ordinance.</p>
<p>Review of the Approval Process Pursuant to the issuance of Circular Letter "Curtailed Checking of Drainage Plans and Regulation 29(3) of the Building (Administration) Regulations" dated 30 October 2013, the BD introduced further facilitation measures to representatives of HKIA, HKIE, HKIS, AAP and REDA.</p>	<p>Circular Letter B(A)R 29</p>	<p>Item 9 ADF 1/2014 BD</p>	<p>The BD introduced to the forum that a new strategy was being formulated to improve its efficiency in processing structural plans and general building plans by fine-tuning curtailed checking of these plans. The BD reiterated that it was the duty of the AP/RSE to ensure compatibility among various types of plans for a development. In addition, as the AP/RSE had to comply with the BO, the BD was considering checking only on a specific percentage of the items of fundamental issues. Some extant full checking items including the compatibility of structural plans with building plans would only be checked when selected for audit. The BD would provide more details of the facilitation measures in due course.</p> <p>In response, HKIE suggested the BD that the consent to the commencement of construction of pile caps could be issued prior to the approval of general building plans as a further facilitation. HKIE would approach the BD to explore the feasibility of its suggestion.</p>
<p>Enclosing Payment with the Submitted Plans & Attaching Sufficient Sets of Plans It is noted that, in some occasions, the cheque for payment of fees is submitted separately from the plans and there are insufficient sets of plans attached for the BD to process.</p>	<p>BO</p>	<p>Item 8 ADF 2/2014 BD</p>	<p>The BD advised the stakeholders that the cheque for payment of fees should be submitted together with the plans so as to avoid sparing extra resources in chasing up the payment and refusal of plans under section 16(1)(f) of the Buildings Ordinance. In addition, AP was reminded to attach sufficient sets of plans in accordance with PNAP ADM-2 to facilitate plan processing.</p>
<p>Measures to Facilitate Plan Processingsuggested the BD staff to allow more communication with AP to facilitate plan processing.</p>	<p>--</p>	<p>Item 10 ADF 2/2014 AAP</p>	<p>The BD replied that, in practice, APs could approach respective case officers to discuss their submissions. To further facilitate plan processing, the BD might include in the approval letter a list of non-compliant non-fundamental items and the APs should rectify these irregularities in the amendment submission.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Measures to Facilitate Plan Processing (cont'd)</p>		<p>Item 10 ADF 2/2014 (cont'd)</p>	<p>As an on-going exercise, the BD would introduce measures to further streamline the approval and other work process in order to discharge the building control duties more efficiently and effectively. Recently, the curtailed checking of drainage plans was refined.</p> <p>The BD welcomed suggestions from stakeholders on measures to facilitate plan processing.</p>
<p>Consent & Form BD103 for GI, Foundation and ELS Works Matters arising from ADF 5/2013 regarding the dispatch arrangement for consent and Form BD 103 for GI, Foundation and ELS Work.</p>	<p>--</p>	<p>Item 12 ADF 2/2014 HKIE follow up of Item 8 ADF 5/2013</p>	<p>The BD would further remind their Sectional Registry to dispatch the consent letter together with Form BD103 for GI, Foundation and ELS works directly to RSE or RGE who submit the Form BA 8 for consent application.</p>
<p>Determination of Site Area requested BD to establish a standard method for measuring the site area and to clarify if the site area should follow the lease conditions or the coordinates of the site boundary points. HKIA also requested BD to clarify the accuracy required, i.e. the number of figures after the decimal point, of the areas included in the calculations.</p>	<p>--</p>	<p>Item 13 ADF 2/2014 HKIA also refer Item 19 ADF 4/2015</p>	<p>The BD noted the issue and would relay the findings to the stakeholders after study.</p>
<p>Issuance of Consent last BSC/APSEC meeting that actual dates will be adopted by BD in approval or consent letters in case processing time of the application goes beyond the statutory period as stated under BO.</p> <p>For consent application, in case a Form BA10 is submitted upon expiry of the 28 days' period and site works actually commence 7 days thereafter, please confirm that BD will not revoke/reject the already submitted Form BA10 despite the fact that the consent might actually be issued and dated beyond the commencement date shown in Form BA10.</p>	<p>BO</p>	<p>Item 6 ADF 3/2014 HKIA</p>	<p>The BD advised that in case the processing of a consent application had not been completed within the statutory period while all information from AP/RSE/RGE had been provided and the prerequisites had been complied with, the AP/RSE/RGE could submit the Form BA10 on the 29th day counting from BD's date of receipt of the respective Form BA8. The relevant site works could be commenced 7 days thereafter from the submission of a Form BA10.</p> <p>In this regard, the AP should closely liaise with the BD case officer to avoid any misunderstanding.</p>
<p>Quality of Plan Submissions The BD would improve its efficiency by enhancing the curtailed checking system for various types of plan submissions. Under the BO, it was the AP/RSE/RGE's statutory duty to ensure their submissions were in compliance with the BO and Regulations. In this connection, the BD would tighten the existing audit check system to ensure the quality of plan submissions.</p>	<p>BO</p>	<p>Item 11 ADF 3/2014 BD</p>	<p>Further to the discussions in the Joint BSC and APSEC 5/13, 1/14 and 2/14 Meetings, the BD would set up a working group under APSEC to benchmark the quality of plan submissions.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>(a) Interpretation of “Resubmission”</p> <p>.....the term “resubmission” is commonly used in circular letters and PNAPs for implementation criteria for application of new regulation requirements, it is necessary to clarify the interpretation of “resubmission” that it relates only to those plans which are disapproved for the first “new submission” and then re-submitted to the BD for first approval instead of all re-submissions made after the “new submission” including “amendment submissions” which are made after the first approved submission,some BS consider “amendment submissions” as new submissions.</p> <p>..... Supposing in view of the disapproval (of amendment), the AP chooses to drop the changes in the disapproved amendment but he has to submit another minor amendment based on the original approved scheme, there is no reason to deem such a minor amendment a “fresh application”. ... (may) treat such further amendment as requiring to comply with new regulations imposed after the first approval, which is of course in conflict of the principles of application of new regulations.</p> <p>.....</p> <p>(b) Clarification of Application of BO 16(1)(i)</p> <p>Previously, BO 16(1)(i) was usually used in the case of disapproval of first submission, which is understandable. Recently, it is frequently used in the case of disapproval of amendment submissions. If the amendment submission involves extensive revisions in some areas, it could be treated as localized major revision itself, which we have no objection. If the amendment submission is not considered as localized major revision, it implies that the amendment is not considered to be extensive. Then, it would be irregular if further submission to respond to the disapproval grounds is treated as a “fresh application” requiring 60 days approval period. Such a change in practice causes great disruption to the development process and the BD is requested to reconsider the adoption of requirement for “fresh application” in case of minor amendments.</p>	<p>B(A)R 30</p>	<p>Item 4 ADF 4/2014 HKIA</p> <p>also refer Item 23 ADF 3/2016</p>	<p>(a) Representatives from REDA and professional bodies shared that unlike long accustomed practice of applying B(A)R 30(3)(a) only in disapproval of first submission on the ground of BO section 16(1)(i), the recent change in frequent use of BO section 16(1)(i) in disapproval of amendment submission hence invoking B(A)R 30(3)(a) created confusion on the threshold for application of new regulations and made it difficult for stakeholders to plan the development programme. The BD responded that in case of further amendment after the rejection of an amendment submission, if the issue involving the invocation of BO section 16(1)(i) would be dropped in the subsequent amendment submission, B(A)R 29(3) should not be applicable. It was understood that REDA had separately written to the BD on this issue, which would be separately discussed at the APSEC meeting.</p> <p>(b) Representatives from HKIA pointed out that if B(A)R 30(3)(b) for localized major revision had not been invoked when an amendment submission was made with no outstanding information, meaning which a 30-day submission period was considered reasonable, it would appear illogical to require 60 days vetting period if the same amount of information was submitted after rejection of the amendment submission.</p> <p>The BD responded that while B(A)R 29(3) should be invoked for consequent submission in response to a refusal under BO section 16(1)(i), the reasonableness of exercising the discretion under BO section 16(i) should be duly considered.</p> <p>The BD also clarified that for B(A)R29(3) submissions, BO section 16(i)(j) instead of BO s16(1)(j) should be invoked if further particulars or information was required. In addition, the BD case officers would be advised to be more mindful in exercising the discretion of BO section 16(1)(i).</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>(c) Modification / BD106 As sometimes grant of modifications would not be included in BD106, the BD is requested to consider provision of a list of such items for the ease of clarification to the other stakeholders, whom the AP owes a duty of coordination.</p>		Item 4 ADF 4/2014 (cont'd)	(c) The BD suggested the practitioners to check the lists of modifications under PNAP APP-2 and APP-19 to see which modifications should not be required to be spelled out in Form BD106.
<p>Administrative Issues (Amendment to GBP) (a) In view of limited room in the BD office for plans amendment, it is a common practice for APs/RSEs/RGEs to submit undertaking letter to collect plans from the BD office for amendment and APs/RSEs/RGEs countersign. As there are cases BS not allow,.....BD to confirm</p> <p>(b) To avoid excessive efforts from both side (the BD and the AP), we suggest that BS be encouraged to allow the AP to complete minor amendments of the plans in one or two goes, rather than divided the tasks into many occasions. AP will be happy to cooperate.</p>	BO	Item 11 ADF 4/2014 HKIA	<p>(a) The BD confirmed that the practice to allow AP's representative to collect plans and BA Forms from the BD office for amendment and APs /RSEs /RGEs countersign would be accepted.</p> <p>(b)The BD noted it was not uncommon for seniors or chiefs to have additional observations and comments on the plans after the plans had been vetted by the BS and amended by the AP.</p>
<p>Clarification of Application of BO 16(1)(i) disapproval of many amendment submissions under section 16(1)(i) of the BO would treat as fresh application (i.e. with a statutory processing time of 60 days) under B(A)R 29(3). Please advise when can we adopt B(A)R 30(3)(C) for amendment submissions.</p>	B(A)R 29	Item 19 ADF 4/2014 HKIE also refer Item 18 ADF 5/2014	The BD responded that once a disapproval was under BO section 16(1)(i), B(A)R 29(3) should be applicable to the consequent submission of plans or particulars.
<p>Structural Submission for Stone Cladding Under PNAP, submission of structural plans and calculations to BD for approval is not required for stone cladding below 6m. However, a Structural Engineer of BD requested us to write on the structural plans (for stone cladding above 6m for a new building project) that those stone cladding below 6m would be submitted under Minor Works submission if we did not submit for approval structural plans and calculations for those stone cladding below 6m. Please clarify.</p>		Item 5 ADF 5/2014 HKIA	The BD confirmed that submission of structural plans and calculations to BD for approval was not required for stone cladding below 6m, provided that the location and extent of the stone cladding below 6m were clearly shown on the GBP.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Compliance Implied by Approval of Building Plans On obtaining approval of building plans....., the AP assumes the followings:</p> <p>a. Despite curtailed checking by the BA, fundamental issues under the Buildings Ordinance, such as calculations on GFA and site coverage, should have been examined in details by the BA prior to indicating approval. Request from the BA for submission of amendments to address comments from the BA, if such being valid, should not apply to fundamental issues still.</p> <p>b. For items relying on the discretion of the BA for the approval, such as items without explicit specification on the maximum dimensions under the Buildings Ordinance, the first approval by the BA under the building plans is taken as approval given by the BA upon exercising his discretion. The AP does not expect any inconsistency in the BA thereafter, when submissions are made to the BA subsequently but without amending the item on which discretionary power has been exercised.</p> <p>c. Provisions under the building plans of a proposed development, and the subsequent minor amendments, should follow requirements under the version of PNAPs in operation when the building plans were first approved and with consent issued by the BA, unless it has been provided otherwise expressly under the revised version of PNAP.</p> <p>Please confirm that our understanding is correct.</p>	BO	Item 10 ADF 5/2014 HKIS	<p>Regarding Items (a) and (b), the BD considered that APs should have the responsibility to ensure the submitted building plans would be in compliance with the BO and its subsidiary regulations.</p> <p>For item (c), BD confirmed that the recently issued PNAP should have already specified the effective date where appropriate.</p>
<p>Buildings Department Internal Guideline Following AAP's letter to the BD early this month, we note that many of our member practices have appealed to the Association about cases of building plan disapproval due to non-compliance with approval criteria stipulated in the BD's internally published guidelines.</p>	--	Item 13 ADF 5/2014 AAP	<p>The BD explained that not all internal guidelines should be relevant or ready to be incorporated in a PNAP. However, the BD would keep in view the request from the industry and where appropriate publicise relevant internal guidelines concerning plan submissions to the industry via suitable channel such as a PNAP and Circular Letter.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Buildings Department Internal Guideline(cont'd) In recent years, we can appreciate that the BD has made a lot of efforts in re-engineering the plan processing system with a view to facilitate building professionals in the approval process. There is also a useful mechanism in place where BD's interpretation and discretion on approval criteria are spelled out in form of Practice Notes to avoid uncertainties.</p> <p>We believe the internal guidelines, which are unknown to the practicing professionals and revised from time to time, are working against the intents and purposes of the current system. They are causing unnecessary hardship as a result of building plan disapproval and design changes. We urge the BD to have the internal guidelines formally published on BD's website or in form of Practice Notes</p>		Item 13 ADF 5/2014 AAP	
<p>Clarification of Application of BO 16(1)(i) to seek clarification if BD would still treat the re-submission as fresh application when the items disapproved under section 16(1)(i) of the BO are omitted in the re-submission.</p>	B(A)R 29(3)	Item 18 ADF 5/2014 HKIE also refer Item 19 ADF 4/2014	The BD confirmed that regulation 29(3) of the B(A)R should be applicable to submissions disapproved under section 16(1)(i) of the BO.
<p>Flexural Strength Tests under Weathering Conditions for BIPV Panels In recent structural submissions of a covered walkway with BIPV laminated tempered glass, Technical Section Unit of BD requests the carrying out of Flexural Strength Test to the BIPV panels. This was only required in some but NOT every structural submission involving BIPV panels. Please clarify the circumstances where such test is to be imposed.</p> <p>Details of the required test are as follows: Flexural strength tests...with glass type, thicknesses/types of interlayers identical to the laminated glass panel with BIPV module as shown in the approved plans before and after an accelerated weathering condition to appropriate standard such as ANSIZ97.1-2009 American National Standard for safety glazing materials used in buildings – safety performance specifications and methods of test, (i.e. minimum 2000 hours test) should be carried out to confirm its durability with respect to flexural strength.</p>	PNAP APP-188	Item 7 ADF 1/2015 HKIA	The BD advised that whether material testing to justify the design assumptions was required would depend on the design assumption adopted by the RSE. Should composite action of the BIPV laminated glass be adopted in the design assumption, the structural properties of the glass panels should be verified by testing conducted by established testing laboratories accredited by HOKLAS or other recognized accreditation bodies described in PNAP APP-118. The submission of testing reports or carrying out of appropriate tests to justify the design assumptions would be required before approval was to be granted.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Information already included in Central Data Bank When AP submit Form BA13 or 14 to BD, some case officers ask for submission of copy of certificates and test reports of products used for the particular project for filing even though the products were included in the Central Data Bank. This is a waste of papers and resources.</p>	PNAP ADM-20	Item 4 ADF 3/2015 HKIS	If the information of a particular material was already included in the Central Data Bank and the AP / RSE satisfied that the use of such material had been properly tested according to the latest standards, it would not be required to submit a copy of relevant information subject to compliance with the requirements under PNAP ADM-20.
<p>Payment of Fees on Submission of Plans It is very common that demolition plans, GI plans (in scheduled area), site formation and piling plans would be submitted before submission of GBP It is also commonly accepted that processing fee is not required for these plans submission as it would be included in the later GBP submission. However, it is noted that some case officer request the submission of processing fee before GBP submission.</p>	BO	Item 9 ADF 3/2015 HKIE	The BD confirmed that processing fees for GI, demolition, site formation and structural submissions for building works with accountable GFA can be submitted in later stage together with GBP submission. However, processing fee for A&A works and/or building works without accountable GFA including site formation plans for future NTEH development shall be paid before plan approval.
<p>Timely Amendments to Submissions to Avoid Delay in Approval To facilitate processing of plans which are considered by the BD as approvable under the BO subject to minor amendments, AP/RSE would be allowed to make minor amendments to the plans. To avoid delay in the approval process, AP/RSE were reminded to make timely amendment for return of the plans to BD.</p>	PNAP ADM-14	Item 12 ADF 4/2015 BD	<p>The BD noted that there were cases of late return of the amended submissions for minor amendments under the arrangement promulgated in PNAP ADM-14, and reminded AP/RSE to return these plans within a reasonable period of time in order not to delay the approval process. Practitioners might amend their submissions in a designated room on 13/F of Pioneer Centre reserved for this purpose.</p> <p>The BD apprised that the NBDs would move to CityPlaza 3 (CP3) tentatively in March / April 2016. The three floors in CP3 would each be provided with a designated room for amending submitted plans by the practitioners and these rooms would be accessible from common corridors.</p> <p>Furthermore, the BD would explore the possibility of providing a designated photocopier in one of these rooms to facilitate practitioners in making amendments to their submissions.</p>
<p>Fast Track Application a Form BA8 should be submitted for a concurrent application for approval and consent in connection with a fast track application for processing within 30 days. Consideration may be given to revise this PNAP to receive Form BA8A together with the fast track application. In the interim, submission of a Form BA8A would also be acceptable.</p>	PNAP ADM-19 Appendix G Form BA8A	Item 14 ADF 4/2015 BD	The BD clarified the scenarios under which a Form BA8 or Form BA8A should be submitted for a concurrent application for approval and consent. In the interim, submission of Form BA8A would also be acceptable. AP/RSE was also reminded of the difference in the effective date of application for consent made on a Form BA8 and Form BA8A.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Fast Track Application (cont'd) AP are reminded that the application for consent on a Form BA 8 will be refused at the same time if the fast track application is to be refused but processing of the consent application via Form BA8A would only be proceeded after the plans were approved.</p>		Item 14 ADF 4/2015 (cont'd)	
<p>Site Area and GBP Submission AAP raised the concern over BD's practice to accept only the smaller between the surveyed site area and the lease area for the calculation of development potential. AAP will separately raise the issue to BD.</p>	--	Item 19 ADF 4/2015 AAP also refer Item 13 ADF 2/2014, Item 17 ADF 5/2015	The BD responded that the matter had been deliberated by a Working Group under APSEC to conduct a benchmarking exercise on the quality of plan submissions and its Sub-working Group on the quality of GBP submissions. It was agreed that the BD would pursue this matter separately.
<p>Structural Submission for Vertical Green (VG) Please clarify that the structural submission for VG should be limited to the structural sub-frame only, and details of fixing of the soil/plants holding pots, troughs, etc. (which are normally components of proprietary products) onto such sub-frame are not necessary.</p>	--	Item 5 ADF 5/2015 HKIA also refer Item 4 ADF 1/2017 Item 3 ADF 2/2019	The BD clarified that the structural submission for VG should be limited to the structural sub-frame only. Notwithstanding, the BD advised that the project RSE should check and be satisfied with the details of fixing of such soil/plants holding pots, troughs, etc onto the sub-frame to have achieved the required performance and safety standards in particular for the wind load effect on the VG; and the BD required that the RSE should incorporate a note to the above effect on the VG structural submission.
<p>Site Area & Boundaries In the current draft of PNAP ADM-21, APs would be required to include in their General Building Plan (GBP) Submissions a survey plan prepared by an authorized land surveyor. However, AAP had recently requested BD to amend that requirement in that the survey plan should only be referred to for site boundaries but not the site area. For the latter information, lease entitlement should be referred to.</p>	PNAP APP-21	Item 17 ADF 5/2015 BD also refer Item 13 ADF 2/2014 Item 19 ADF 4/2015 Item 27 ADF 2/2016	After the discussion in the last APSEC/BSC, the subject issue was further discussed in the Forum. Discrepancy of such information from different sources should be addressed as early as possible to avoid rectification of completed buildings. While it was generally agreed that the actual area of the land forming the site (under the BO) which the applicant owned or had realistic prospect of control should be referred to for SC and PR, there must also be adequate discussions on how to carry forward such identified discrepancy. [Post forum note: After further discussion in the subsequent joint APSEC/BSC meeting, it was agreed that a working group would be formed to further discuss the different ways to tackle such discrepancy.]

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Withdrawal and Resubmission (W&R) of Applications for OP & Plan Approvals It was well known that W&R mechanism might be adopted during the applications for Occupation Permits (OP) and plan approvals. Members were invited to comment whether the current practice of W&R should be continued as a facilitating measure to the industry.</p>	BO	Item 18 ADF 5/2015 BD also refer Item 17 ADF 1/2017	Members from institutes / associations generally acknowledged that W&R was a long-established and facilitating practice which allowed flexibility in the processing of applications within the statutory time limits with a view to obtaining approvals/ OP and therefore should be maintained. However, guidelines should be established to prevent misuse. [Post forum notes: It was agreed in the subsequent joint APSEC/BSC Mtg that a) in general, W&R should not be more than two times; and b) unless W&R requests were given in written form with reasons stated and submissions were reasonable (i.e. submission of proposals or site conditions for OPs were not seriously substandard), W&R requests might not be entertained.]
<p>Signature on ELS plans by RGE We would like to clarify whether RGE is required to sign on ELS plans for BA's approval. We notice that under APP-141 "Division of Responsibilities between AP, RSE/RGE", RGE shall take an "Advisory Role " for Excavation and Lateral Support (ELS) Works in geotechnical related matters. The signature of RGE is only required on the report and documents, which deems to indicate his acceptance of responsibilities on geotechnical matters. And RSE shall sign all ELS plans to assume his/her responsibilities under the BO.</p>	PNAP APP-141	Item 19 ADF 1/2016 HKIE also refer Item 4 ADF 1/2020	BD advised that RGE was not required to sign on ELS plans in accordance with the division of responsibilities between AP, RSE and RGE specified in Task 6 under Appendix B of PNAP APP-141 in dealing with "Excavation and Lateral Support" works.
<p>Two AP in One Site Sometimes, such as in sites owned by MTRCL, URA or Airport Authority, GBP may be submitted to BD by one AP for approval prior to auction of the sites. After the site is sold to a developer, probably another AP will be taking over the site. The question is if the GBP submitted by the first AP is still in the approval process, can the first AP remain as the AP solely for the approval of the plan until the approval of the plan while the second AP can submit Form BA4 at the same time for other site activities?</p>		Item 13 ADF 2/2016 HKIA	To facilitate the operation of the building industry, the BA had made the discretion of accepting GBPs submitted from two APs for the same site on case basis subject to clear indication to BD on the respective responsibilities of the APs. The scenario as mentioned could be acceptable subject to works not yet commenced on site. For sites under construction, very clear and discrete demarcation of the site (usually different parts of the site without being complicated by different storeys of a building) under the independent supervision of the two APs must be identified for the BD's consideration.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Liability of AP Submitting Plan only Sometimes, after an AP obtains GBP approval for a site, the site may be sold to another developer who will appoint another AP to take up the job. Should the first AP resign before the new AP submits a brand new set of GBP without using the approved GBP (especially when two years have elapsed)? Furthermore, after obtaining GBP approval for a site, if the site kept idle without any further development, would the AP be liable for activities happening in the site without his knowledge?</p>	BO	Item 14 ADF 2/2016 HKIA	<p><u>For sites where building works had not been commenced yet:</u> Unless otherwise stated and found acceptable by BD, once the owner appointed a new AP by the submission of a new Form BA4 superseding the previous one, he had in effect informed BD that the first AP was no longer appointed. If a new Form BA4 was submitted without superseding the previous one, reasons for the appointment of 2APs at the same time must be clearly stated for consideration by BD. The principle in item 13 above should then apply. The succeeding AP need not wait for the former AP's notification to BD on cessation of service in order to be appointed.</p> <p>In principle, the owner should be responsible for the safety of the existing building or site when the proposed building works under the supervision of the AP had not been commenced. BD emphasized that consideration might differ from case to case.</p> <p><u>For sites with building works commenced:</u> The outgoing AP must notify BD his cessation of service, the consequential site arrangement and his certification together with relevant parties (RSE, RGE, RC as appropriate) that the extent of works completed under his supervision were satisfactory.</p> <p>[Post meeting note: BD reminded that the copyright issue should also be cleared amongst the relevant parties.]</p>
<p>Maintenance Catwalks and Cat Ladders Please clarify whether approval and consent is required for maintenance catwalks and cat ladders in the ceiling of plant-rooms, bus terminus, car parks, auditorium, sports halls etc. & for maintenance catwalks sitting on low plinths (not more than 600mm tall) on roof.</p>		Item 17 ADF 2/2016 HKIE	BD advised that in general, approval and consent were required for structural works of all steel platforms, catwalks shown on GBPs. However, cat ladders in inaccessible areas for public could be shown in GBP only.
<p>Fire Damper (in GBP) Please clarify whether it is required to mark all locations of fire damper and FRR enclosure to E&M service in the GBP.</p>		Item 24 ADF 2/2016 HKIS	<p>The extent of indication would depend on situations. Generally, for new GBPs of large developments, it would not be necessary to mark locations of fire dampers and FRR enclosure of E&M services. AP should indicate in the general notes of GBP for such provisions e.g. at the ends of ventilation ducts. However, the AP might choose to mark such in simple A&A plans for small scale works.</p> <p><i>(Editor : refer BD requirements after launching of revised Minor Works Regulations in 2020)</i></p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Updated Site Area and Site Boundaries In accordance with PNAP ADV-33, a survey plan prepared by an authorized land surveyor (ALS) to update the site area and site boundaries shall be submitted as essential information for GBP submission. However, the updated site area may be different from the site area under lease or BD's record of the development site. Would BD please clarify on the ways to determine site area in the following scenarios:</p> <p>Scenario 1 If site area based on updated survey is larger than the site area under lease, which site area shall be used under BO? And what is DLO's view on the site area discrepancies?</p> <p>Scenario 2 If site area based on updated survey is less than the site area under lease, which site area shall be used under BO? And what is DLO's view on the site area discrepancies?</p> <p>Scenario 3 If updated site boundary survey indicated adjacent development encroached into the development site, will it affect the site area and/or development potential of the development site?</p>	<p>PNAP ADV-33</p>	<p>Item 27 ADF 2/2016 AAP</p> <p>also refer Item 17 ADF 5/2015</p>	<p>BD advised that: Scenario 1 – (Land Survey Plan (LSP) areas larger than lease area If there was no obvious error noted in the LSP e.g. inclusion of adjoining unbuilt upon site area into the subject site, the AP should proceed to liaise with DLO to carry out lease rectification or modification. BD might in parallel accept the LSP's surveyed area in the GBP approval process subject to clarification and would draw the AP's attention to BO s.14(2). Despite the above, the AP should proceed with the construction conservatively based only on the smaller site area until the discrepancy was clarified and ownership of the "additional" site areas was confirmed.</p> <p>Scenario 2 – LSP area less than lease area Smaller site area shall be adopted because it was the site area physically measured.</p> <p>Scenario 3 – The part of structure that encroached into the site would be accountable for GFA and SC. Subject to ALS's confirmation and there was no adverse possession positively ruled by court, the surveyed site area shown on LSP would be acceptable.</p> <p>Members advised that BD's stance appeared to be conflicting in Scenario 1 and 2. The matter would be further discussed in coming task force meeting.</p>
<p>Sub-Working Group of Quality of Drainage Plan Submissions BD was finalizing the checklist for drainage plan submission and the comments on the sample drawings prepared by HKIA/AAP. The refined sample drawings incorporated with BD's comments and checklist would be circulated to members for comments once completed. Subject to no major comments received, the checklist and sample drawings incorporating the members' comments would be incorporated into the revised PNAP.</p>	<p>PNAP ADV-33</p>	<p>Item 30 ADF 2/2016 BD</p>	<p>It was agreed that if no major comments were received, the refined checklist and sample drawings would be confirmed by circulation.</p> <p>[Post meeting note: the materials were circulated to sub-working group members on 6 April 2016.]</p>
<p>Working Group on Site Areas under Joint BSC & APSEC BD informed that the following items would be discussed in the coming meeting:</p> <ul style="list-style-type: none"> • Number of decimal places which rounding should be performed for the measurement and computation of site area; and • Cases studies and formulation of guidelines in handling discrepancy of site area information from different sources. 	<p>--</p>	<p>Item 31 ADF 2/2016 BD</p>	<p>Guidelines would be formulated by the Working Group.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Working Group on Site Areas under Joint BSC & APSEC (cont'd) Furthermore, BD had researched on the BO and confirmed that BD had been empowered to request the submission of land survey plan and could refuse the application for consent if the land survey plan had not been submitted or found unsatisfactory.</p>		Item 31 ADF 2/2016 (cont'd)	
<p>Second Set of Submission Plan To facilitate and streamline the processing of GBP, we suggest reviewing the current practice of submission of a duplicated set of plans for approval.</p> <p>One suggestion is that when BD intends to approve the submission plan (either with or without any agreed hand amendments to be made on the set of plans), the AP would collect, make hand amendments to the plans (i.e. the Set I) as required, and subsequently produce an identical copy of the plans (i.e. the Set II) by simply colour copying the entire Set I. The AP could endorse on the Set II plans to certify that the contents are identical to Set I as necessary. Both Set I and Set II would then be returned to BD to complete the approval process.</p> <p>This could save the case officer and the AP a lot of duplicated effort in making hand amendments and checking on 2 sets of plans, and would surely enhance works efficiency of the parties involved.</p>	B(A)R11	Item 8 ADF 3/2016 HKIA also refer Item 7 ADF 4/2016 Item 12 ADF 2/2017 Item 7 ADF 1/2019	<p>B(A)R11 stipulated that every plan submitted to the BA for his approval should be submitted in duplicate. Apparently, color copying the entire Set I already hand-amended plans for use as Set II plan for approval could serve similar purpose. BD would consider further.</p> <p>[Post Meeting Note: When considered necessary, BD might accept the following streamlined measure. BD would keep one signed set (Set II) with marked-up comments. AP/RSE would make the necessary amendments on the other signed set (Set I). After BD checking that the amended proposals as shown on Set I were approvable, the amended Set I could be taken back by the AP/RSE for endorsing the amendments made and for colour duplication (Set Ia). Set Ia should then also be signed by the AP/RSE on each drawing for certifying as true copy of set I. Both Set I and Set Ia were to be resubmitted to BD for completing the approval process. After approval, Set I would be kept by BD and Set Ia returned to AP/RSE.]</p>
<p>Incorporation of Grant Modifications/ Exemptions in Amendment Plan When there are modifications/exemptions granted in the final amendment, please advise if further submission of amendment plan is required to incorporate the grant modifications/exemptions or it could be incorporated in record plan.</p>	PNAP ADM-2	Item 13 ADF 3/2016 HKIA	<p>As stipulated in para. 14 of PNAP ADM-2, a condition would be imposed to incorporate the relevant conditions of modifications/ exemptions in the subsequent amendment plans for submission to the BA for approval before the submission of a certificate under B(A)R 25 on completion of building works so as to ensure the imposed conditions were fulfilled and the parameters for granting modifications/ exemptions could be made known to the public.</p> <p>For modifications applied and granted after the approval of the originally intended final amendments, further amendment plans would inevitably be required to incorporate the new modifications. Such amendment submission would normally be processed by BD asap.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Disapproval under s.16(1)(i) of the BO In most of the disapproval letters issued by BD, it is frequently stated that “submission of further particular or other plans consequent upon the refusal of the BA to give his approval under s.16(1)(i) of the BO shall be deemed to be a fresh application in respect of the plans which the BA had refused to approve”. Sometimes the “further particular” item is very trivial.</p> <p>We suggest that BD should provide a list of items that might cause the disapproval under s.16(1)(i) of the BO.</p>	BO S16	Item 23 ADF 3/2016 AAP also refer Item 4 ADF 4/2014	Usually BO, s.16(1)(i) was quoted for disapproving items required to be shown on GBP but found not shown thus requiring clarifications. BO s.16(1)(d) was quoted for items shown but not in compliance. For items disapproved under s.16(1)(i) but not reappearing in the resubmitted plans, 60-day processing time would not be applicable. Giving a list of items that should be disapproved under s.16(1)(i) would not be practical.
<p>Second Set of Submission Plan for Streamlining GBP Approval Regarding HKIA’s earlier proposal in ADF 3/2016, would BD please kindly advise on progress of the relevant review.</p>		Item 7 ADF 4/2016 HKIA follow up of Item 8 ADF 3/2016 Item 12 ADF 2/2017 Item 7 ADF 1/2019	BD had responded vide item 8 of the confirmed summary of discussion in ADF 3/2016.
<p>Validity of Building Plan Approval (a) PNAP states that s.16(3)(d) of the BO will NOT be invoked to refuse consent due to changes in draft OZP enacted after GBP approval.</p> <p>(b) But Circular Letter implies that draft OZP enacted after the GBP approval will need to be followed before the modifications validity can be extended.</p> <p>The certainty of redevelopment potential and investments provided under PNAP APP-97 is totally defeated under the modification validity practice, since ALL projects require modifications one way or another.</p> <p>Even a simple project with only a modification of natural lighting to staircase will be subject to immense uncertainties. This seems to contradict with PNAP APP-97 and the decision of previous Appeal Case (31 Robinson Road)</p> <p>If BD continues with this practice stated in para 10a of Circular Letter, we consider that it would be necessary to change ALL standard modifications to regulations without further delays.</p>	PNAP APP-97 Circular Letter 2012.12 Annex 1	Item 10 ADF 4/2016 AAP	BD explained that exemption had always been a discretion by the BA taking into account the special facts and circumstances of each case and could not be considered having the same status of an approval without basing on exemptions. Extension of exemption will follow the principle laid down in para. 10 of Annex 1 of the Circular Letter dated 31.12.2012. <p>In considering whether an exemption (with progress of project identified as “without due diligence”) could be extended when there was a change in OZP, it would be the BA’s duty to consider whether the renewal of such exemption would render the proposal inducing adverse effect to the environment in the context of the revised OZP. After the expiry of such Form BD106, the plans would be considered as submitted afresh. Exemptions resulting in contravention of the OZP current at the time of considering the renewal would not be renewed. For example, if there was a reduction in GFA (PR) or SC under the new OZP, exemption for balconies from such would naturally not be extended.</p> <p>On the other hand, exemptions on issues like lighting and ventilation which were seldom controlled under OZP would still be favourable considered for an extension, unless there were also changes in relevant requirements.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Validity of Modifications Also regarding para 10a of Annex 1 of Circular Letter of Dec 2012, please clarify when will changes in OZP or planning circumstances be 'relevant' to the modifications or exemptions?</p> <p>For example, will a change of height limit in OZP be relevant to a project with GFA exemptions modifications for balconies? Or GFA exemption for plant rooms?</p>	Circular Letter Dec 2012	Item 11 ADF 4/2016 AAP	Same response as item 10
<p>Validity of Modifications Where an Approved Plan contains modifications and there has been no change in circumstances since approval which may adversely affect the approved proposal, what is the procedure for getting a new BD106 with a new expiry date?</p>	BO	Item 12 ADF 4/2016 AAP	For no change in circumstances, BD would accept a fresh Form BA16 covering all previously granted modifications and process relevant building amendment plans (if submitted). A new Form BD106 would be issued with a new expiry date the period of which might be 2 years or shorter from date of expiry of the previous Form BD106 or if applicable, from the date of approval of the building amendment plans.
<p>Kitchen in restaurant in GBP and upon OP It is common practice that restaurant together with ancillary kitchen would be renovated extensively after OP. Most walls enclosing kitchen will be removed to achieve a new layout suitable for the type of restaurant and the layout of the tenant. This will cause a lot of unnecessary construction waste and not environmentally friendly.</p> <p>We suggest BD would allow kitchen to be demarcated by a notional line on GBP and allow the wall to be omitted during OP inspection. The actual layout and compliance with regulations can be ensured in licensing stage.</p>	--	Item 13 ADF 5/2016 AAP	BD reiterated that the enclosure of kitchens must meet the requirements on fire resisting construction under regulation 90 of the Building (Construction) Regulations. The alternative would be to designate the area for shop use for the purpose of OP and then change it to restaurants through subsequent A&A or MW submissions.
<p>Revision of submission of Part II structural calculations in CD/DVD format PNAP ADM-8 has been recently revised for the introduction of submission of Part II structural calculations in CD/DVD format as an alternative measure to the conventional paper format. RSEs are welcome to adopt the new measure.</p>	PNAP ADM-8	Item 23 ADF 5/2016 BD follow up of Item 21 ADF 1/2017 Item 14 ADF 1/2018 Item 23 ADF 5/2018	BD explained that the introduction of the initiative aimed to save the papers, efforts and time of both the industry and BD. In fact, it had been revealed in three sample projects that there were significant saving of paper printing as many as 30,000 pages by adopting the initiative to promote green environment for the community. RSEs were encouraged to make good use of it.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Hoarding Works (and Consent)</p> <p>b. Except for demolition works, it has been the usual practice that consent for superstructure works could be granted so far as the respective hoarding plans and hoarding permit have been accepted and granted; and that the hoarding for superstructure works would be in place prior to actual commencement of works. However, our members expressed that there are recent cases where superstructure consent can only be granted upon completion of hoarding for superstructure. Please clarify if this is unnecessary or there is a change in practice.</p>	BO	<p>Item 2(b) ADF 1/2017 HKIA</p> <p>also refer Item 3 ADF 2/2020</p>	<p>b. BD advised that there had not been a change in the practice in this regard. Superstructure consent applications could generally be granted when the respective hoarding plans had been submitted to BD and all the relevant conditions complied with. It would be the AP/RSE's duty to ensure that the hoarding works were in gear with the progress of the construction. However, hoarding and other protective measures must be satisfactorily erected before demolition consent could be considered.</p>
<p>Vertical Green – Structural Submission</p> <p>ADF 5/2015 it was clarified that the structural submission for VG should be limited to the structural sub-frame only.</p> <p>Notwithstanding, BD advised that the project RSE should check and be satisfied with the details of fixing of such soil/plants holding pots, troughs, etc onto the sub-frame to have achieved the required performance and safety standards in particular for the wind load effect on the VG; and BD required the project RSE should incorporate a note to the above effect on the VG structural submission.</p> <p>Due to the 'specialty' of the various proprietary VG System, the project RSE may not be willing or in the best position to endorse the aforesaid note for a proprietary product. We would like to inquire if BD would accept such substantiation to be submitted by a separate RSE, similar to the provisions for curtain wall, window and window wall system in paras. 8, 9 10 of PNAP APP-37.</p>	BO	<p>Item 4 ADF 1/2017 HKIA</p> <p>also refer Item 5 ADF 5/2015</p> <p>Item 3 ADF 2/2019</p>	<p>The option of engaging separate RSE for VG system was considered not appropriate on the ground that its complexity was incomparable with that of curtain wall, window and window wall system.</p> <p>As per item 5 of ADF 5/2015, BD maintained the view that the project RSE should check and be satisfied with the details of fixing of such soil/plants holding pots, troughs, etc onto the sub-frame to have achieved the required performance and safety standards in particular for the wind load effect on the VG; and BD required that the project RSE should incorporate a note to the above effect on the VG structural submission. In this regard, BD advised AP/RSE should carefully review the technical details before selecting the VG system.</p> <p>As adoption of VG system was becoming more common and its proprietary systems might vary substantially in the market, BD agreed to conduct a study in collaboration with AP/RSE's representatives aiming to formulate a set of technical requirements/guidelines for reference by the industry in due course.</p>
<p>Review on Practice of Withdrawal and Resubmission (W&R)</p> <p>It has been a year since the issue of the relevant circular letter on 29.12.2015. Members' views are sought on the current situation.</p>		<p>Item 17 ADF 1/2017 BD</p> <p>also refer Item 18 ADF 5/2015</p>	<p>BD reported that while the percentage of W&R rate had been dropped about 10%, both approval and disapproval rate had been increased for a few percentage. Although it seemed that the number of W&R had been reduced, an informal and indirect complaint on BD staff initiating APs to W&R due to work pressure of the officer had been received. BD reiterated that W&R was restricted to two times only with reasons stated. For the first W&R, the case needed to be brought to attention of SBS and for the second time to CBS.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Review on Practice of Withdrawal and Resubmission (W&R) (cont'd)</p>		<p>Item 17 ADF 1/2017 (cont'd)</p>	<p>..... Upon enquiry from a member on the time required for circulation of the plans to other departments, BD replied that after the relocation of NBD to Cityplaza 3, the time required for return of comments might be slightly lengthened due to wrongly addressing letters / submissions by mail to Pioneer Centre. However, the problem would be resolved after relevant parties had got used to addressing the correspondence to the correct address.</p>
<p>Revision of Submission of Part II Structural Calculations in CD/DVD Format ADF 5/2016..... the initiative for the submission of Part II structural calculations in CD/DVD format as an alternative measure to the conventional paper format promulgated in PNAP ADM-8 was not well received by the industry and adopted in only 2% of the superstructure plans submission. BD would like to exchange views with the practitioners on way forward for stepping up the implementation.</p>	<p>PNAP ADM-8</p>	<p>Item 21 ADF 1/2017 BD follow up of Item23 ADF 5/2016 also refer Item 14 ADF 1/2018 Item 23 ADF 5/2018</p>	<p>While RSEs were encouraged to make good use of the initiative, BD was considering taking a further step only to accept the submission of Part II structural calculations of all output computer programs in CD/DVD format. A member reported that HKIE had held meeting with GEO to extend the initiative in PNAP ADM-8 to the submissions relating to geotechnical matters. In this connection, BD expressed interest in sharing their experience and participating in the future meeting.</p>
<p>Approval of Concrete Curbs/Walls Supporting Glass Balustrade, Cladding and Curtain Walls Recently, BD requests all concrete curbs/walls supporting glass balustrade, cladding and curtain walls be marked on the structural framing plans for easy identification and reference. Can we add these structural walls/curbs layout on the framing plan of the glass balustrade, cladding and curtain wall submissions. And the structural details of these curbs/walls shall then be referred to the RC standard details in the superstructure plan for simplicity. .</p>	<p>B(A)R 33</p>	<p>Item 8 ADF 2/2017 HKIE</p>	<p>BD responded that the proposal would be acceptable subject to the condition that the project did not involve engagement of separate RSE for the curtain wall and cladding works. Apart from showing the RC details of these curbs/walls on the structural framing plans and layout be given on the floor plan of the curtain wall/ cladding/ glass balustrade submissions, modification for regulation 33(1) of the B(A)R should be submitted after obtaining the first consent of the structural framing plans as per "Minor Amendments" as depicted in PNAP ADM -19 if the layout had yet been included in the structural framing plans originally approved. Final amendment of structural plans for incorporating these layouts in the structural framing plan should be submitted for BD's approval before application of OP.</p>
<p>Requirement of Structural Submission for Aluminium Windows / Balcony doors There have been feedbacks that even when the window size is smaller than the limit stipulated in para.4(ii) of PNAP APP-37, BD officer still requires structural submission for the sliding doors to balconies or UPs. We wish to know whether there are any other considerations to require such submission.</p>	<p>PNAP APP-37</p>	<p>Item 9 ADF 2/2017 HKIE</p>	<p>BD had the same understanding on the example provided. However, BD pointed out that as the French doors or sliding doors at external walls opening onto balconies or UPs were subject to similar conditions to that of windows, para 4 of PNAP APP-37 should also apply to them.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Requirement of Structural Submission for Aluminium Windows / Balcony doors (cont'd) For demonstration purpose, we provide the following example: A window installed at the structural opening of 2.5m high and 1.79m wide does not require structural submission as per specified in para. 4 of PNAP APP-37. (least dimension <1.8m, and area <6m²).</p> <p>Further to the above, we wish BD to clarify whether French doors or sliding doors leading to balconies or UPs could be considered as 'windows' and structural submissions are required if the thresholds of wind load and sizes as stipulated in para. 4 of PNAP APP-37 are met.</p>		Item 9 ADF 2/2017 (cont'd)	
<p>Second Set of Submitted plans ADF/3/2016, we propose the following statement for certifying Set 1a plans (colour duplication of Set I) as true copy of set 1, for BD's consideration.....</p>	--	Item 12 ADF 2/2017 AAP follow up of Item 8 ADF 3/2016 also refer Item 7 ADF 1/2019	<p>As discussed in the meeting, the wordings should be amended as follows.</p> <p>"I hereby certify this drawing is a true copy of its original."</p> <p>Besides, APs / RSEs should be reminded to seek legal advice as regards the implication of the concerned drawings being a set of certified true copy.</p>
<p>Conditions imposed (in Approval/ Consent) BD imposes conditions requesting for submission of test/performance review reports, documents, record plans and statutory forms under item 6 of s17(1) of the BO and B(A)R 10 during its approval / granting of plans / consent to building works. The acknowledgement of these documents / plans may have a knock-on effect on the site progress and the overall development program. May we know BD's target performance pledges on acknowledgement"</p>	BO 17(1) B(A) R10	Item 5 ADF 3/2017 HKIE	<p>BD responded that acknowledgement of test reports, documents and record plans that were submitted in satisfying the conditions imposed during approval /consent stages would normally be incorporated in the letters for granting consent or acknowledgement of Form BA13/14. Such practice should not impede the site progress of the building project. Nevertheless, BD would remind their colleagues to process and acknowledge timely the reports /documents /record plans submitted by AP/RSE/RGE regularly at various construction stages of the building project.</p>
<p>New Working Group on Guidelines on Structural Submission on Vertical Green (WG) ADF 1/2017..... BD would conduct a study in collaboration with AP/RSE's representatives aiming to formulate a set of technical requirements/ guidelines for reference by the industry. To that end, a WG would be formed and nominations of members from various Institutes /Associations invited.</p>		Item 7 ADF 3/2017 BD follow up of Item 4 ADF 1/2017	<p>BD advised that nomination exercise would soon be commenced. (Post-meeting note : BD issued an email on 23 June 2017 informing members that formation of the WG was withheld. Instead, members' assistance` was solicited for providing information on proprietary products of the vertical greening systems (e.g. types, dimensions, material, fixing details, etc.) for BD's study and consideration in formulating relevant technical guidelines. The findings and recommendations of BD's study would be submitted to the Joint BSC / APSEC for further discussion in due course.)</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Submission of Drainage plans prior to General Building Plans (GBP) Recently BD encounters the situations that drainage plans submissions are made prior to GBP submission, which renders the processing the former rather difficult.</p>	--	Item 15 ADF 3/2017 BD	Members responded that such situations were usually encountered involving external drains in large sites, which might need to be carried out prior to superstructure works. After discussion, it was agreed that apart from such scenarios that might be processed under the title of "site drainage", the first drainage submission should be after that for GBP and preferably after the approval of such so that drainage layouts could have a relatively certain design to refer to.
<p>Pre-requisite for Commencement of Pumping Test RSE always submits a pumping test proposal together with the pile wall and grouting (if necessary) in the ELS plans for BD's approval. Under the consent for ELS (pile wall and grouting curtain only) works, pumping test will be conducted immediately after duly completion of the pile wall and grouting works and submission of pile wall and grouting reports. Please advise whether the acknowledgement of pile wall and grouting reports is a pre-requisite for the commencement of pumping test.</p>	--	Item 4 ADF 4/2017 HKIE	<p>BD advised pumping test was aimed to verify the effectiveness of the water cut-off performance of the completed pile wall and grouting (if any). Such proposal was normally included in the ELS plans for BD's approval and a separate consent would not be required.</p> <p>In this respect, pumping test could be commenced immediately upon completion of the pile wall and grouting works on site.</p>
<p>Proposed Measures to Streamline Processing of Fire Engineering Report (FER) by FSD A meeting was convened between FSD and several AP firms recently to discuss, inter alia, measures to streamline the processing of FER submission. It was suggested that for FER concerning deviation from the Fire Safety Code only, the FER could be submitted to the Fire Safety Committee (FSC) for consideration without the need to obtaining FSD's clearance beforehand. This could help to provide certainty to AP as to the schedule/ timing of processing the submitted FER by FSC, and hence building plan for the same. FSD also welcomed such suggestion and would further discuss/review the proposed arrangement with BD to streamline FER approval/ processing.</p>	--	Item 12 ADF 5/2017 HKIA	BD noted the same and would assist in streamlining the processing procedures of FER concerning deviation from the Fire Safety Code.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>PNAP APP-57 (ELS Plans)</p> <p>To facilitate a smooth and fast track processing, PNAP APP-57 allows that ELS plans could be submitted in 2 stages.</p> <ul style="list-style-type: none"> • 1st stage submission demonstrates the technical feasibility of the entire scheme showing the details of the vertical elements (i.e. steel sheet piles or pipe pile etc.) such as pile wall layout plan, member sizes, setting-out dimensions, toe level and depth of penetration to existing ground and proposed excavation levels as well as other essential information including location of boreholes, geotechnical profile, design water table, struts stiffness, preloading (if any), extent of ground treatment and construction sequences etc. • 2nd stage submission normally includes the layout of vertical elements, formation of bulk excavation, proposed formation levels, structural details of lateral system and construction sequence according to the approved 1st stage submission. Basically, all essential elements in 1st Stage plans are included in the 2nd Stage submission. • Consent for 2nd stage ELS works will only be granted after the satisfactory submission of Form BA14 and record plan for vertical element and grouting works, if any. <p>After the acknowledgement of the Form BA14 for vertical element, minor amendments of the proposed formation levels (raise or lower), revision or additional of trench excavations within the cofferdam always require to suit the design development. These revisions could be well justified with 2nd stage ELS amendment submissions.</p> <p>Does RSE need to submit 1st Stage ELS amendment as well for these changes after the approval of 2nd Stage ELS amendments and submit a revised pile wall record plan to show the revised proposed formation level whilst the pile toe levels still remain unchanged before consent application?</p>	<p>--</p>	<p>Item 4 ADF 1/2018 HKIE</p>	<p>BD advised that the excavation levels of each stage of ELS works were submitted as tentative levels in the 1st Stage ELS plans and these ELS works, including subsequent amendments of the revised excavation levels if required, were approved in the 2nd Stage ELS plans. Amendment submission to the 1st Stage ELS plans for the revised excavation levels would not be necessary after BD's acknowledgement of the Form BA14 and the record plan of vertical pile wall elements.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Centralized Processing of Plans (& BC Meetings)</p> <p>We understand that some issues of building proposals might need to be discussed in Building Committee (BC) meetings.</p> <p>However, the decisions on the need to go through BC meeting are usually come very late (say 1 or 2 weeks before submission due date) which rendered no sufficient time to submit the case for BC discussion. The plans thus will be disapproved without the chance of knowing the decision of the issues.</p> <p>We wonder if there is a mechanism to determine the necessity of BC discussion on particular issues in the building proposal at the earlier days of the processing time, say before the 30th day of submission, such that adequate time can be allowed for the BC I preparation / meeting.</p>	--	<p>Item 8 ADF 1/2018 AAP</p>	<p>BD encouraged AP/RSE making use of the mechanism of pre-submission enquiry and conference at an early stage to identify complicated or controversial issues so as to facilitate plan processing. In addition, AP/RSE should provide sufficient documents and supporting information by making reference to Appendices A and E of PNAP ADM-2, especially for issues involving inputs from other government departments such that timely referral could be made by BD.</p>
<p>PNAP ADM-8</p> <p>Further to the promulgation of revised PNAP ADM-8 in July 2016 encouraging paperless submission of Part II structural calculations in CD/DVD format, it is estimated that more than 1,600,000 pages of paper have been saved. Statistics however indicates that the overall percentage of submissions adopting such new measure is still on low side. In this regard, BD would like to conduct a review to study the reasons/difficulties for not adopting the paperless submission.</p>		<p>Item 14 ADF 1/2018 BD</p> <p>follow up of Item 23 ADF 5/2016</p> <p>Item 21 ADF 1/2017</p>	<p>Members noted and would assist to facilitate BD's review.</p>
<p>Fast Track Processing of Simple A&A Submissions</p>		<p>Item 2 ADF 2/2018 HKIA</p>	<p><i>Refer item under Special Subject : A&A Work</i></p>
<p>Submission of Foundation and Superstructural Plans by Different RSE</p> <p>..... the BA may refuse to accept plans from 2 or more AP/RSE/RGE, in respect of works at the same premises. Can we have two different RSE for foundation and superstructure plans separately?</p>	B(A)R 15	<p>Item 6 ADF 2/2018 HKIE</p> <p>also refer Item 4 ADF 3/2019</p>	<p>BD advised that different RSEs might submit foundation and superstructure plans separately on case-by-case basis provided that the two plans would be compatible and the responsibilities of the RSEs at the interface of design were clearly demarcated. BD also noted that such arrangement would be applicable to structural plan submissions only and the works would still be supervised by single RSE in each stage of the works.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Minor Amendments for Phased Development Phased development nowadays is very common, especially for large scale developments where foundation works cannot be completed within a short period.</p> <p>.....BD please advise whether application for modification of regulation 33(1) of the B(A)R is applicable for minor amendments of building, superstructure and drainage works in phased developments provided that first consents have been granted.</p>	B(A)R 33(1)	Item 9 ADF 3/2018 HKIE	BD advised that application for modification of regulation 33(1) of the B(A)R would be considered in accordance with PNAP ADM-19 provided that the extent of application had been clearly demarcated on plan.
<p>Colouring of Plans In PNAP....., it recommends that Blue dashed-line is required for illustrating "Deletion of Approved Works". We opine that this is only applicable to A&A submission for delineating those existing works which are proposed to be deleted, but should not be applicable to new building proposal, or else, the layout plan may look extremely occupied and become illegible.....</p>	PNAP ADM-9	Item 5 ADM 5/2018 HKIA	BD advised that the said guideline was one of the means which had been long adopted by the industry to illustrate the proposed amendments made to the approved building plans. Other presentation methods, e.g. separate drawings showing the deletion of approved works, for differentiating proposed works from existing/approved works would likewise be acceptable so far as the proposed amendments could be clearly identified on plans.
<p>Processing of Submission by TSU(SE) processing of structural plans, normally, colleagues of TSU(SE) would request RSE/RGE to submit clarifications and/or additional information before giving comments to referrals from SEs in New Buildings Division. Recently TSU(SE) might reply directly to their colleagues in NB2 without seeking clarifications and/or additional information from RSE/RGE. As another referral to TSU(SE) will be required after RSE's clarification, processing within 60 days may not be achievable. BD to consider to allow RSE to submit and discuss their supplementary information to TSU(SE) directly for timely approval.</p>	--	Item 17 ADF 5/2018 HKIE	<p>BD advised that while TSU(SE) was responsible for providing internal technical support to SEs in NBD2, advice to NBD2 would be given timely in order to facilitate plan processing within the statutory period.</p> <p>RSE/RGE were advised to directly liaise with SEs in NBD2 for submission of clarification and/or additional information. CSEs of NBD2 would monitor the situation so as to ensure the service pledge would not be affected.</p>
<p>Liaison with GEO Recently, RSE/RGE were requested to respond on structural comments by GEO, which may not be tally with BD's normal practices (e.g. trial driving for steel sheet pile prior to working sheet pile consent application, level of struts for ELS works). Normally, when the plans incorporating GEO's comments are returned to BD, case SE might have different viewsand/or the acceptance criteria of settlement. We understand that GEO is BD's technical adviser on geotechnical matters. Would BD please clarify the situation with GEO.</p>	--	Item 18 ADF 5/2018 HKIE	In general GEO would provide comment on the geotechnical content and BD would check the structural and other aspects of the submission. In case there is any difference in opinion or the structural design is not compatible with the geotechnical requirement, BD will coordinate with GEO to resolve the requirement.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Indication of Intended Use for Approval of Plan While “non-domestic use” should be marked on the plans submitted for sub-division of industrial units, such wordings were however not accepted by FSD.</p>	--	Item 19 ADF 5/2018 HKIS	BD advised that the wording “for non-domestic use as workshop only” might be used instead.
<p>Structural Submission in Electronic Format Since the promulgation of PNAP ADM-8 in July 2016, a substantial proportion of Part II structural calculations has still been submitted in paper format. RSEs’ support to the paperless submission in CD/DVD format is solicited to promote the green initiative and facilitate effective preparation and processing of structural submission.</p>	PNAP ADM-8	Item 23 ADF 5/2018 BD also refer Item 23 ADF 5/2016 and subsequent discussions	Members in general expressed support to the paperless submission of structural calculations in CD/DVD format. Meanwhile, members suggested BD should further liaise with GEO for prompting such practice.
<p>Deferring Submission of Minor Amendments for Ground Investigation Works in Scheduled Areas PNAP ADM-19 states that subject to a modification of regulation 33(1) of the B(A)R, prior approval and consent to the minor amendments of building, superstructure and drainage works, for which the first consent has already been given, would not be required except for the amendments described in Appendix G. enquire if the aforesaid modification could also be applied to Ground Investigation Works within Scheduled Areas, which is NOT listed as an unqualified item in Appendix G of the said PNAP, provided that the approved method statements are to be strictly followed.</p>	B(A)R 33 PNAP ADM-19 Para.18	Item 2 ADF 1/2019 HKIA	BD advised that paragraph 18 of PNAP ADM-19 regarding deferring submission of minor amendments was NOT applicable to Ground Investigation Works within Scheduled Areas since it normally involves complex ground condition, major underground utilities or existing railway facilities, etc. Referral to other government departments for comments would always be necessary prior to the commencement of works.
<p>Second Set of Submission Plan ADF 3/2016, BD might consider accepting colour duplication of the hand-amended Set I plans as Set Ia plans for approval. While we noticed that the said arrangement might not be accepted in some occasions, we would like to clarify whether such arrangement has already been established as a standard practice.</p>	--	Item 7 ADF 1/2019 HKIA follow up of Item 8 ADF 3/2016 Item 12 ADF 2/2017	BD advised that such streamlined practice had already been accepted and established, and based on item 12 of ADF 2/2017 held on 17 March 2017, the following statement for certifying Set Ia plans (coloured duplication of Set I) as true copy of Set I was to be endorsed by AP/RSE (as the case may be) as follows: “I hereby certify this drawing is a true copy of its original.” [Post Meeting Notes: BD confirmed that the practice of accepting colour photocopy of hand-amended Set I plans (with certification by AP/RSE) to be the Set II plans (or known as Set Ia plans) has been adopted by NBD1 since ADF 3/2016 and well received by practitioners.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Second Set of Submission Plan(cont'd)</p>		<p>Item 7 ADF 1/2019 (cont'd)</p>	<p>.....</p> <p>While it was noted that the arrangement was not prevailing for structural submissions, BD had reviewed the reasons why the practice was not well received. A survey was conducted recently to seek opinions from frontline staff and it was revealed that most of the SEs welcome the proposal. They would be willing to make such arrangement if request was received from RSE. However, no record of such request from RSE was received in the past 3 years. It was envisaged that the reasons of unpopular of the practice might be as follows:</p> <ul style="list-style-type: none"> (i) It might be environmentally unfriendly for making photo copy of a large amount of plans. (ii) Submission o replacement plans/ supplementary plans was allowed and it might be considered as a better option. (iii) For certain types of plans, such as superstructure plans, amendments were normally only required on a few number of plans. (iv) RSE might have difficulty to make A1/AO copy in a short period of time. (v) RSE might need to allow additional time for colour copying.]
<p>Discrepancy in Presentation of Site Area/Dimensions</p> <p>..... PNAP, the decimal place on the presentation of site areas computed in accordance with the Code of Practice issued under the Land Survey Ordinance (Cap. 473) (Code) would be adopted by BD for the purpose of GBP. Under the Code, lot (constituting the site) co-ordinates and dimensions should be recorded and shown on plans to 0.001 of a metre and the areas shall be rounded off (5 up 4 down) to the nearest 0.1m² for area under 2,000m² and to the nearest 1m² for area of 2,000m² and above.</p> <p>While we noticed that there were cases of which discrepancy was raised by BD in converting the dimensions from “inch” to “metre”, we would like to clarify if the practice could be aligned.</p>	<p>PNAP ADM-21 Para.9</p>	<p>Item 8 ADF 1/2019 HKIA</p>	<p>BD noted the discrepancy due to unit conversion and would further advise after checking with their Drawing Office.</p> <p>[Post Meeting Notes: BD confirmed that there was no change in the policy on the subject matter and paragraph 9 of PNAP ADM-21 should be followed.]</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Submission in Electronic Format</p> <p>To promote green environment and facilitate processing of submission, BD would encourage paperless submission in electronic format as an alternative to the conventional paper format. To this end, BD was developing an Electronic Submission Hub (ESH) to receive and handle submissions in electronic format under the Buildings Ordinance which would be implemented in the first quarter of 2022 tentatively. Meanwhile, to prepare for and get familiar with submission in electronic format, practitioners were encouraged to make their submissions in electronic format on a voluntary basis. Apart from the Part II structural calculations referred in PNAP ADM-8, BD would also accept other submissions in electronic format and reference should be made to PNAP ADM-17 for more details.</p>	--	Item 12 ADF 1/2019 BD	Members appreciated the effort of the Government in promoting electronic submission and were keen to see the development of the ESH. As a trial, Members suggested that submission of documents other than plans in electronic format might be considered. BD would study the feasibility and follow up accordingly.
<p>Structural Submission for Vertical Greening</p> <p>The Circular Letter issued by BD on 14.2.2019 clarifying the structural submission requirements for vertical greening refers. As there is no mentioning of the effective date for implementation of the relevant requirements, we would suggest that the said Circular Letter will NOT be applicable to new building proposal or its major revision of which superstructure consent has already been issued as at the date of the Circular Letter, in order to avoid causing any undue impact on ongoing development projects especially for those which are approaching OP application.</p>	BD Circular 14.02.20 19	Item 3 ADF 2/2019 HKIA	BD confirmed that the new structural submission requirements would not be applicable to building projects with consent to commencement of superstructure works granted before 14.2.2019.
<p>Adoption of 3As System in Footing Submission</p> <p>..... PNAP APP-18, details of monitoring requirements for ground movement in adjacent and nearby buildings, structures, lands, streets and services arising from the proposed piling works should be included in the pile foundation submission for approval. AP/RSE/RGE may adopt the 3As system in their piling and ELS submissions for BD's consideration.</p> <p>Do we need to adopt this 3As system in footing submission, which aims to approve bearing capacity of supporting stratum and the structural design of footings?</p>	PNAP APP-18	Item 6 ADF 1/2019 HKIE also refer Item 6 ADF 2/2020	<p>According to Clause 7.2.3 of Code of Practice for Foundations 2017, where the construction of a foundation might affect any building, structure, land, street or services, a monitoring plan should be provided.</p> <p>For simplicity, cross-referencing to the monitoring system as detailed in the monitoring plan given in the corresponding ELS submission was acceptable.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Details of Demountable Panels covering External Drainage Pipes PNAP APP-93 on Planning and Design of Drainage Works, details of the demountable panel of the architectural feature enclosing the external drainage pipes shall be included in structural plans of the architectural feature for approval. While there might be occasions that such details were not required on the structural plans, we would like to know if there is any change in such requirement.</p>	PNAP APP-93 Annex 1 of Appendix B	Item 7 ADF 2/2019 HKIE	BD advised that the fixing details of the demountable panel of architectural features enclosing external drainage pipes should be included in the structural plans for approval. Nevertheless, provision of safety chain having sufficient capacity to hold the panel should be shown on the structural plans for information only.
<p>Concurrent Consent for Pipe Pile Wall, ELS Grouting and Socketed Steel H-pile BD may require the completion of peripheral pile wall and grouting of the ELS works prior to the commencement of socketed steel H-pile works near to the site boundaries as a precautionary measure to mitigate effect of foundation piling works to the adjacent structures. Should pipe pile wall and grouting be adopted for ELS works, can the consent for pipe pile wall, grouting and socketed steel H-pile works be granted concurrently after the successful completion of the test/trial installations for each type of construction.</p>	--	Item 13 ADF 2/2019 HKIE	BD advised the requirement would be a precautionary measure to mitigate possible adverse effect of socketed steel H-pile works to adjacent properties/grounds in marine deposit/loose soil stratum. BD would review the situation if pipe pile wall and grouting would be adopted for ELS works.
<p>Consent Application for Pile Caps & Footings Works Consents for piling works can be granted prior to the approval of corresponding GBPs. We would like to clarify whether the approval of GBPs will affect the consent application for pile caps and footings works.</p>	BO	Item 4 ADF 3/2019 HKIE also refer Item 6 ADF 2/2018	BD confirmed that consent for pile caps and footings works could be granted before the approval of corresponding GBPs. For submission of foundation and superstructure plans by different RSE, BD advised that attention should be drawn to Item 6 of ADF 2/2018 held on 23.3.2018 which is excerpted below for easy reference: "BD advised that different RSEs might submit foundation and superstructure plans separately on case-by-case basis provided that the two plans would be compatible and the responsibilities of the RSEs at the interface of design were clearly demarcated. BD also noted that such arrangement would be applicable to structural plan submissions only and the works would still be supervised by single RSE in each stage of the works."

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Streamlining of Structural Submissions</p> <p>BD advised that the statistics in 2018 indicated considerable amount of structural submissions relating to secondary structural elements included aluminium claddings, glass balustrades, curtain walls, etc. Without prejudice to the statutory requirements of obtaining prior approval and consent of building works, BD was exploring measures to streamline the structural submission process for secondary structural elements so as to enhance the plan processing efficiency. In this connection, BD encouraged members to suggest streamlining measures for discussion in the next meeting.</p>	--	<p>Item 9 ADF 3/2019 BD</p> <p>also refer Item 17 ADF 4/2019 HKIA</p>	<p>Members welcomed BD's initiative to streamline the structural submission process and would provide suggestions for discussion in next meeting after consultation with practitioners.</p>
<p>Information to be provided for Referral of Plans</p> <p>To enable the processing of plan submissions under the BO timely, BD reminded AP and RSE to specifically indicate on the covering letters and provide with adequate number of sets of plans for BD's onward referrals to relevant government departments.</p>	--	<p>Item 10 ADF 3/2019 BD</p>	<p>Members noted the arrangement and would follow the requirement accordingly.</p>
<p>Application for Consent to Commence Superstructure Works for GBP involving Bonus PR/SC for Dedication/Surrender of Land under Regulation 22 of B(P)R</p> <p>For building plans involving dedication/surrender of land under regulation 22 of B(P)R in return for bonus PR/SC, Appendix E of PNAP ADM-2 requires the Deed of Dedication or Agreement to Surrender be executed and registered at the Land Registry prior to application for consent to commence the building works. However, it is usually a lengthy process for Lands Department to agree on the content and execute the Deed of Dedication or Agreement to Surrender with the lot owner.</p> <p>Please therefore consider if the commonly used BD106 condition for dedication as specified in paragraph 10 of PNAP APP-108, i.e. OP will not be issued before the execution of the Deed of Dedication, can be adopted instead of requiring the said Deed/Agreement to be executed before application for consent to the commencement of works</p>	B(P)22	<p>Item 1 ADF 4/2019 HKIA</p> <p>Also refer to Item 19 ADF 2/2021 AAP</p>	<p>BD noted that it took time for the preparation and execution of the Deed of Dedication or Agreement to Surrender. In this regard, BD had been adopting a pragmatic and flexible approach on a case merit basis to facilitate the AP in making application for consent to commencement of works in phases by excluding the portion with bonus GFA.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Approval of ELS Plans before Submission/ Approval of Piling and Pile Cap Plans This issue was discussed before. BD agreed that ELS plans could be approved before the submission or approval of piling and pile cap plans. This allows practitioner more flexibility. However, some area engineers have different view on this and refuse to approve or acknowledge ELS plans submission before approval of piling plans. It would be grateful if BD could clarify this.</p>	BO	Item 11 ADF 4/2019 HKIA	BD agreed in-principle that ELS plans could be approved before the submission of piling and pile cap plans. However, the layout of pile cap and/or any other sub-structures should be shown on the ELS plans for considering the extent and depth of excavation and the removal sequence of the struts. Consent for bulk excavation would not be granted prior to the approval of piling and pile cap plans.
<p>Streamlining of Structural Submissions Further to ADF 3/2019, BD advised that internal standard checklists for processing structural submissions relating to secondary structural elements including aluminium claddings and glass balustrades would be put on trial to facilitate the structural submission process.</p>	--	Item 17 ADF 4/2019 HKIA follow up of item 9 ADF 3/2019	Members welcomed BD's initiative and advised that HKIE had approached certain façade consultants/ specialists to streamline the structural submissions for curtain walls. Sample drawings for structural submission would be shared with BD for further comment.
<p>Temporary Transformer Room in Construction Site</p>	Fire Code 2011 D25.1	Item 4 ADF 5/2019 HKIA	<i>Refer item under Code of Practice for Fire Safety in Buildings</i>
<p>Access Panels of Typhoon-proof Ceiling External typhoon-proof ceiling requires structural plan submission to BD for approval and consent. Where demountable access panels or hinged access panels are to be provided to facilitate future maintenance of services above such ceiling, it is our understanding that the dismantling/reinstatement of these access panels without affecting the approved structural design/ details/ materials will not be considered as A&A or Minor Works. Please advise if our understanding is correct.</p>	--	Item 8 ADF 5/2019 HKIA follow up of Item 18 ADF 1/2020	BD advised that a response would be provided after reviewing the issue with/Minor Works Unit.
<p>Piling Amendment Plan For design of pile foundation, please clarify whether piling amendment plan still needs to be submitted for approval if the variation of as-built pile length from tentative pile length is not more than 10%. Since the processing of piling amendment plan takes time, could BD process the Form BA14 submission for piling works and select piles for proof tests before the approval of such amendment plan.</p>	--	Item 13 ADF 5/2019 HKIE	BD advised that under the current practice, submission of piling amendment would be required if the variation was more than $\pm 5\%$ from the approved tentative pile length. Meanwhile, BD confirmed that piles for proof tests could be selected before the approval of piling amendment for the above variation.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Fact-track Processing of Repairs to Curtain Wall, Glass Wall and Cladding Please confirm whether design calculation would still be required for “like to like” replacement of individual components of curtain wall, glass wall and cladding damaged by incidents.</p>	Circular Letter 3.10.2019	Item 26 ADF 5/2019 HKIE	BD advised that pursuant to the circular letter issued on 3.10.2019, submission of structural analysis and design calculations would not be required for replacement of individual components of curtain wall, glass wall or cladding panels same as the approved design.
<p>Processing of Referral from LandsD on Application for Wavier In processing the application for waiver, some members were advised by LandsD that comment/reply could not be issued because comments from Buildings Department were still pending. As such, please advise if there is any performance pledge or agreed processing time between LandsD and BD for our planning of the application process?</p>	--	Item 28 ADF 5/2019 HKIS	BD advised that referrals from LandsD would be handled in accordance with the established procedures as agreed between the departments. While there was no performance pledge or agreed processing time between LandsD and BD, BD would work closely with LandsD to ensure a timely response would be provided as per the request of LandsD.
<p>Signature of ELS Plans by RGE ADF 1/2016 BD advised that RGE was not required to sign on ELS plans in accordance with the division of responsibilities between AP, RSE and RGE specified in Task 6 under Appendix B to PNAP APP-141 in dealing with “Excavation and Lateral Support” works. Nevertheless, there is still occasion that BD or GEO officers requesting RGE to sign on those ELS plans with significant depth of excavation. We therefore encourage BD to remind frontline officers of BD and GEO on such arrangement.</p>	PNAP APP-141	Item 4 ADF 1/2020 HKIE also refer Item 19 ADF 1/2016	BD confirmed that PNAP APP-141 should follow and RGE would not need to sign on ELS plans. BD would remind GEO in their liaison meeting.
<p>Lengthy Process of Structural Engineering Committee (SEC) Cases The industry was told that submissions requiring SEC endorsement would be processed within the statutory processing time. Nevertheless, it is noted from recent SEC cases that the processing time after the corresponding SEC meetings has been dragged for a substantial period of time. We would therefore enquire whether BD could review and streamline the process wherever possible.</p>	--	Item 10 ADF 1/2020 HKIE	BD noted that it normally took time for RSE/RGE to prepare supplementary information in addressing the queries/requirements of the SEC Meeting. To facilitate approval process, BD would review the time frame on confirmation of minutes after the SEC Meeting.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Audit Check to Precast Concrete Factory PNAP requires the “RSE and the Authorized Signatory of the Registered Contractor should inspect and conduct audit checks to precast concrete factory at least once every month” as one of the quality control measures. While precast elements have been widely applied in local industry, precast construction is no longer complicated as compared with daily reinforced concrete works on sites. In this regard, it is proposed to replace monthly RSE factory inspection with monthly RSE Stream T-5 factory inspection.</p>	PNAP APP-143 Para 10	Item 11 ADF 1/2020 HKIE	BD advised that RSE have the responsibilities under the Buildings Ordinance (BO) to ensure that the precast concrete works comply with the provisions and standards of the BO and the approved plans. Without prejudice to the statutory duties under the BO, BD would review the requirements of audit by RSE with a view to facilitating audit inspection by RSE.
<p>Supporting Documentations for ELS Plans Submission It is noticed that GEO sometimes requested the submission of pipe leakage/burst incidents records within the affected area from the relevant government departments (i.e. WSD, DSD, HyD) for assessing the conditions of the surrounding ground in particular for the existence of ground loss and underground cavity to support the ELS submission or before consent application. The causes of the incidents and remedial actions taken by respective departments should also be included.....</p> <p>Would BD advise whether it is a standard requirement or only applicable for some particular site conditions. We found it is difficult to obtain such information from the above departments as they may be reluctant to provide such information to the general public. It is believed that those ground defects, if any, should be duly repaired and reinstated to normal by the respective departments. Then, further assessment would not be necessary.</p>	--	Item 16 ADF 1/2020 HKIE	BD noted the situation and would liaise with GEO/CEDD on such requirement.
<p>Access Panels of Typhoon-proof Ceiling ADF 5/2019 BD advised that repair to approved typhoon-proof ceiling was considered as building works requiring prior approval and consent. While legislative amendments for new Minor Works items would be proposed for the repair, replacement or removal of cladding at the external wall of a building, BD would explore the feasibility to include repair to typhoon-proof ceiling as Minor Works items.</p>		Item 18 ADF 1/2020 BD follow up of Item 8 ADF 5/2019	Members noted the clarification and enquired whether access to concealed services inside the false ceiling void via access panels with fixed hinges could be exempted provided that the relevant structural design details had been approved. In response, BD advised that while such details were normally not submitted for approval, BD would further consider the issue with a view to facilitating the repair works to the concealed services inside the false ceiling void.

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Covered Walkway and Consent to Commence Superstructure Works</p> <p>Similar to temporary shoring for ELS works or temporary propping for demolition works, it is not uncommon to erect hoarding in stages due to site constraints. For example, erecting single fence board hoarding for foundation and basement construction and modifying such to covered walkway at later stages when the superstructure is constructed. Such hoarding proposal is reflected in hoarding plans for acceptance by BD.</p> <p>Normally, basement and superstructure consent will be granted in one go after the completion of foundation piling works. Despite being a common practice, there have been cases in which the application for consent to commence superstructure works was affected by staged hoarding. Only consent for basement was given and covered walkway had to be erected prior to consent application for superstructure works.</p> <p>Such requirement would greatly disrupt the progress and schedule of development as superstructure consent is a prerequisite for pre-sale consent application. Would BD please promulgate among frontline officers the practice of issuing consent for both basement and superstructure works at the same time</p>	--	<p>Item 3 ADF 2/2020 HKIE</p> <p>also refer Item 2(b) ADF 1/2017</p>	<p>BD advised that the matter had been discussed under item 2(b) of ADF 1/2017 held on 13 January 2017. Superstructure consent could generally be granted when the respective hoarding plans had been submitted and all the relevant conditions were complied with. BD reminded that it would be the AP/RSE's duty to ensure that the hoarding works would be in gear with the progress of the construction.</p>
<p>Cross-referencing of Monitoring System</p> <p>ADF 2/2019 advised that cross-referencing of monitoring system/ proposal given in ELS and foundation plans for the same development is acceptable. However, it is not fully recognised by many case officers. Would BD please help to promulgate this practice amongst colleagues for simplicity.</p>	--	<p>Item 6 ADF 2/2020 HKIE</p> <p>also refer Item 6 ADF 2/2019</p>	<p>BD advised that cross-referencing of monitoring system/proposal was acceptable provided that they were updated to comprehensively reflect the latest site situation and monitoring requirements of the ELS/ foundation plans.</p>
<p>Obsolete Version of Computer Program</p> <p>In making amendment submissions, computer program used in the previous approved submissions may already be expired and updated. The renewal of these previously accepted computer programs may not be made by the program developer as they may develop alternative versions or new programs.</p> <p>Would BD please advise whether these expired programs adopted in previous approval submissions can still be used in the subsequent amendment submissions?</p>	PNAP	<p>Item 8 ADF 4/2020 HKIE</p>	<p>BD advised that according to PNAP ADM-6, the RSE/RGE was responsible for applying for renewal of prior acceptance of computer programs. RSE/RGE was reminded to duly observe the validity and expiry date of such programs in making plans submissions.</p> <p>For subsequent amendment submissions using the same computer programs adopted in the first submission, the RSE might use the same but expired programs provided that the RSE confirmed that there was no bugs identified in the programs during their execution.</p>

Building (Administration) Regulations - Plan Submissions / Approval / Consent (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Stating alternative Uses of the Building For commercial development, it is not uncommon that the uses of the building may not be decided or finalised during building plan submission stage, for example the tower floors may be used as “Office” or “F&B”. Provided that the design of the building could accommodate both uses (e.g. MOE, floor loading, sanitary provision, etc.), will BD accept the alternative uses of the tower floors in the GBP?</p>	<p>--</p>	<p>Item 17 ADF 4/2020 AAP</p>	<p>BD advised that specific use of the building should be indicated on the GBP for approval. Upon completion of the building development, the use would be specified on the Occupation Permit accordingly.</p>
<p>Paperless Submission Upon completion the audit checking of the material documents, test reports, mill certificates and monitoring records, BD will return the above documents to AP/RSE/RGE for retention. To promote green environment and encourage paperless submissions, would BD accept e-submissions by CD/DVD for the above documents similar to submission of “Structural Design Information for Part II Structural Calculations” as mentioned in paragraph 11 of PNAP ADM-8?</p>		<p>Item 7 ADF 1/2021 HKIE</p>	<p>BD welcomed HKIE's proposal to promote green environment and advised that submission of structural documents in CD/DVD was generally acceptable except those requiring certification by RSE/RGE. A PNAP would be promulgated regarding the arrangement in due course.</p> <p>Meanwhile, BD would like to encourage the practitioners to adopt paperless submissions for Part II structural calculations in CD/DVD format according to the detailed arrangement stipulated in PNAP ADM-8.</p>
<p>Application for Consent to Commence Superstructure Works involving Bonus PR/SC for Dedication/Surrender of Land under B(P)R 22 Further to item 1 of ADF 4/2019 held on 23 August 2019, BD acknowledged that it took time for the preparation and execution of the Deed of Dedication or Agreement to Surrender, for the approved GBP involving Bonus PR/SC. Therefore, BD has been adopting a pragmatic and flexible approach on a case merit basis to facilitate the AP in making application for consent to commencement of superstructure works in phases, by temporarily excluding those portions of the building works that are directly accountable for the bonus PR/SC.</p> <p>In this regard, we understand that the above reference to GBP covers to all types of superstructure works, including domestic, non-domestic and composite buildings. Please confirm if our understanding is correct.</p>	<p>B(P)R 22</p>	<p>Item 19 ADF 2/2021 AAP</p> <p>Follow up on Item 1 ADF 4/2019</p>	<p>BD advised that AAP's understanding was correct.</p>

Building (Administration) Regulations - Completion / Occupation Permit

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Completion certification procedures for A&A works involve large scale demolition</p>	--	Item 17 ADF 2/2012 HKIE	BD advised that the appointment of a Specialist Contractor (Demolition) for A&A works was clearly specified in relevant PNAPs. Submission of BA14A is therefore required for demolition works involving the appointment of Specialist Contractor (Demolition).
<p>Vertical Greening during OP Inspection</p> <p>Please clarify the requirements of the state of vertical greeneries (no soil area can be measured) during Occupation Permit inspection to satisfy the conditions of GFA exemption under the SBD:</p> <ul style="list-style-type: none"> • For replaceable box type green wall system (usually proprietary system installed on the surface of external wall with or without built-in irrigation system. • For green walls with climbers where a wire mesh is attached to external wall for plant climbers to grow, and with a strip of soil / planter at the bottom. 	--	Item 29 ADF 5/2012 AAP also refer Item 16 ADF 1/2015	BD advised that the following were considered to be sufficient to demonstrate that greenery areas required under SBD as shown on approved GBP were fulfilled during OP inspection whereas plants / planter units could be provided after OP and completion of fitting out / finishing works: <ul style="list-style-type: none"> • Hard landscape (planters / water features etc) constructed and soil with irrigation points and drainage provisions completed. • Vertical greening with climbers – similar to 1st bullet point for the provision of soil at bottom with irrigation points and drainage provisions. Wires or simple frames for climbers to grow on installed. • Vertical green with green wall system – the frames or stacks for placing modular planter units, together with the irrigation system and drainage provisions completed.
<p>BA14 acknowledgement</p> <p>.....concern about the lengthy acknowledgement time for Form BA14.</p>	--	Item 20 ADF 1/2013 HKIS	BD would remind colleagues to process BA14 acknowledgement in time.
<p>Acknowledgment of Form BA14</p> <p>..... concern on the serious delay for issuance of BA14 acknowledgement letter..... the BD will generally provide a reply to Form BA14 within 28 days advising the acceptance of the completed works or the outstanding issues to be rectified. However..... the acknowledgement letter for some A&A projects were left unattended for over 3 months. It imposes great influence to the owners because most tenants request to see BD's acknowledgement letter before signing a tenancy agreement. Also it affects consultant's and contractor's stage payment. We would like to seek BD's kind assistance to review the situation.</p>	PNAP APP-13	Item 6 ADF 5/2013 HKIS	The BD explained the persistent heavy workload currently encountered by staff and envisaged that after the proposed streamlining in the processing of drainage plans, resources could be redirected to handle Form BA14 submissions. In the meantime, APs could, if necessary, approach case-officers or their seniors for assistance for individual cases. On the other hand, the BD reminded AP/RSE that all required supporting documents and test reports should be submitted together with the Form BA14 to facilitate the processing. For those Forms BA14 pending for the issue of acknowledgement letters, quite a number of them were due to outstanding documents from the AP/RSE.

Building (Administration) Regulations - Completion / Occupation Permit

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Processing of Plans (by FSD)</p> <p>To facilitate the plans processing and approval of GBP by FSD, we propose to request FSD to give priority to a) New first submission of GBP and b) Final amendment of GBP.....the following procedures is suggested :</p> <p>i. to state or chop by AP on the covering letter to BD showing explicitly the statement at the caption "First Submission" or "Final Amendment"; and</p> <p>ii. BD may notify FSD in their memo stating this is the 'First Submission' or "Final Amendment" as declared by the AP.</p> <p>FSD has shown their in principle agreement to the captioned proposal in the AP / FSD Liaison Meeting on 28 Feb. 2014. FSD also agree to notify BD by email regarding decision on approval / disapproval of submission so as to speed up the process.</p>	--	Item 6 ADF 2/2014 HKIE	The BD clarified that as a copy of the AP's covering letter would be attached with the referral to FSI plans to FSD, there was no need for the BD to separately notify FSD in the referral memo. In other words, APs would clearly provide identification for "first submission" and "Final Amendment" in their covering letter.
<p>Application for Occupation Permit</p> <p>It was now very common that APs were requested to submit GBP amendment for minor discrepancies identified during OP inspection instead of rectifying them on record plans. Recently, APs were also asked to withdraw the OP application and the BD would not accept any resubmission of OP application until the GBP amendment is approved. This practice was creating unnecessary duplication of effort to the BD officers and the industry, and AAP suggested the BD to reconsider adopting the practice in the past.</p>	PNAPAP P-13	Item 13 ADF 3/2014 AAP	<p>According to PNAP APP-13, the AP/RSE/RGE should submit and secure approval of amendment plans in advance of an application for OP. Record plans should not contain any amendments which have not been approved except for minor positional deviations from the approved plans which did not contravene the BO and Regulations. In this connection, any discrepancies identified during OP inspection other than minor positional deviations would require formal approval.</p> <p>The extant practice of withdrawal and resubmission of the OP application was generally acceptable while the amendment plans were under process. BD's staff would also process the amendment plans pragmatically to facilitate the processing of the OP application, as far as practicable.</p>
<p>Timely Acknowledgment of Form BA14 for A&A works</p> <p>..... noted that the acknowledgement of some Form BA14 had been delayed for about 2 years which had created difficulty to the industry as the certificate of practical completion could not be issued until the Form BA14 was acknowledged also created difficulty to the AP and RC in following up the comments due to change in personnel. For licence applications involving Form BA14, e.g. swimming pool, guesthouse, hotel, school etc., delay in the acknowledgement of Form BA14 had caused serious problem to the applicant.</p>	--	Item 14 ADF 3/2014 AAP also refer Item 20 ADF 3/2016	The BD advised that staff were requested to expeditiously follow up Form BA14 received in 2013 and early 2014 but without record of a reply had been provided to the AP. The target to complete this task was 31 May 2014. For Form BA14 received before 2013 with similar situation would be followed up by end of August 2014.

Building (Administration) Regulations - Completion / Occupation Permit

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Greenery during OP Is it acceptable for the Greenery provided for the purpose of PNAP APP-152 to be filled up with soil only at the time of OP inspection?</p>	--	<p>Item 16 ADF 1/2015 HKIA</p> <p>also refer Item 29 ADF 5/2012</p>	<p>HKIA highlighted that this was the understanding given at the earlier task-force meetings between BD and HKIA on SBD Guidelines dating back to 2012, but had not been documented by the BD.</p> <p>Subject to research on the records, BD's initial stance was that the provision of planting soil at the proposed greenery areas for the purpose of PNAP APP-152 should suffice at the time of OP inspection.</p> <p>[Post-meeting note : The BD had informed the case officers that only planting soil for the required greenery should be properly provided at the time of OP inspection. For the vertical greenery in the form of modular planter/ panel and vertical frame for climbing or weeping plants, the modular panel and the vertical frame should be installed at the OP stage.]</p>
<p>Withdrawal and Resubmission (W&R) of Applications for OP & Plan Approvals</p>	--	<p>Item 18 ADF 5/2015 BD</p>	<p>Refer item under Plan Submissions / Approval / Consent</p>
<p>Uploading of Structural Material Information to Central Data Bank (CDB) A standard paragraph is inserted in the approval letter for structural submissions requesting the RSE to submit all necessary relevant information (i.e. product name, name of manufacturer & place of manufacturing (city and country), material category, application, compliance testing standard, name of the laboratory accreditation body, name of laboratory or assessing organization, test report number, date of test or assessment report, validity data, any special remark on approval, etc.) for structural materials used in the particular projects upon submission of the Form BA13/BA14 to facilitate uploading of such material information to the CDB on BD's website.</p> <p>It is noted that the required information is either found outstanding or submitted under separate covering letters at different times. In order to facilitate easy identification/ verification of the information and subsequent uploading to the CDB, RSE is reminded to submit the required documents in a timely manner and provide copies of the covering letters for the submission of such documents to BD upon submission of the Form BA13/BA14.</p>	--	<p>Item 15 ADF 1/2016 BD</p>	<p>BD reminded members that the CDB aimed to provide a web-based point of reference to authorized person (AP), registered structural engineer (RSE) and other parties concerned in the building industry. It was intended to help sharing of information amongst government departments and to enhance public access to information. To facilitate BD to update the CDB, a standard paragraph would be inserted in the approval letter for structural submissions requesting the RSE to submit all the necessary relevant information. In this connection, RSEs were requested to liaise with the supplier/ manufacturer of the structural materials/ systems used in the project and provide a full set of required documents to facilitate uploading to the CDB by BD.</p>

Building (Administration) Regulations - Completion / Occupation Permit

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>BA14 Acknowledgement</p> <ul style="list-style-type: none"> in ADF 5/2013. BD replied that those Forms BA14 pending the issue of acknowledgement letters is because of the outstanding documents from the AP/RSE. Similar question being raised in ADF 3/2014 regarding the processing time of BA14 for A & A works requiring more than 2 years, BD advised on 27 June 2014 that for Form BA14 submitted in 2014, BD would monitor internally and remind staff to process the same in a timely manner. <p>To resolve the current situation, we propose that a time limit be imposed such that BD shall within 1 month from the last receipt of documents acknowledge the BA14 or let the AP / RSE know the list of outstanding items.</p>	--	<p>Item 20 ADF 3/2016 AAP</p> <p>also refer Item 6 ADF 5/2013</p> <p>Item 14 ADF 3/2014</p> <p>Item 11 ADF 5/2017</p>	<p>BD had been monitoring regularly and reminding staff on processing submissions of Forms BA14 in a timely manner. As an internal target, BD's written reply in response to the submission of Form BA14 would normally be given within 28 days. To facilitate processing of Forms BA14, APs/RSEs should submit full set of required documentations as most of the outstanding acknowledgements involved information/documents outstanding from AP/RSE/RC. For simple A&A works, submission of record photos on the completed works would help speed up BD's processing.</p>
<p>Hoarding Works (and Phased OP)</p> <p>a. While hoarding is usually required to separate portion(s) of a site under Phased OP (POP) application from the rest of the site which is under construction, we opine that hoarding with fire resistance rating should not be required if the completed building (under POP application) has a clear minimum separation from the POP boundary for, say, 900mm. Please advise if this would be acceptable to BD.</p>	--	<p>Item 2(a) ADF 1/2017 HKIA</p>	<p>a. In order to assure safe occupation, if part of a building was under Phased OP (POP), the POP areas should be separated from the construction site within the building envelop by fire barriers having adequate FRR commensurate with the circumstances and use and in no case less than 2-hour as if for separate buildings. Access to construction sites via POP areas would not be normally permitted unless for difficult sites and with necessary safety precautionary measures in place to the satisfaction of the BD.</p> <p>For POP areas delineated discretely by fence walls from construction sites in open areas, BD viewed that the fence wall need not be fire-rated in general provided that a clear separating distance without fire load between the completed POP boundary fence wall and the completed building was not less than 1800mm. Other factor that BD would consider in requiring portion of hoarding to be fire-rated would include the proximity of the MOE path to the POP boundary fence wall. The necessary measures for protection against falling objects, if necessary, should be taken into account on top of the fire separation requirements.</p>
<p>Installation of AC Units after OP</p> <p>AC units are required to be shown (usually in dotted lines) on GBP to justify the length of AC Platform. It is our understanding that these AC units need not be installed during OP inspection.</p>	--	<p>Item 8 ADF 5/2017 AAP</p>	<p>BD advised that for AC platforms which were disregarded/exempted from SC/PR, AC units should be installed for OP inspection for matching with the layouts as shown in the GBP.</p> <p>.....</p>

Building (Administration) Regulations - Completion / Occupation Permit

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Installation of AC Units after OP Cont'd We wish to confirm that our understanding is correct.</p>		<p>Item 8 ADF 5/2017 (Cont'd)</p>	<p>..... For exceptional case where AC units could not be installed at such AC platforms at the time of application for occupation permit, BD might consider to accept their installation at a later stage on case merits, like unexpected late delivery of AC units and purchase order/invoice plus undertaking from the building owner to install the AC units and report completion were adduced and found satisfactory.</p>
<p>Level Difference between Arcade and Shop During OP inspection, it is possible that a 'level difference' is observed between the arcade and the shop because floor finishing of the arcade is completed while that within the shop is yet to be carried out.</p> <p>We consider that ramp by cement sand screeding to cater for such kind level difference, which is required by some officers during OP inspections is a waste of resources, since eventually if the shops are rented, their finishing work will be carried out and their floor level will tally with that of the arcade. We suggest BD should consider accepting minor level difference between the finished landlord areas and the tenant areas during OP inspection.</p>	<p>--</p>	<p>Item 9 ADF 5/2017 AAP</p>	<p>BD advised that minor level difference not more than 50mm between the finished arcade floor and the unfinished shop floor during OP inspection could be accepted as a temporary situation, provided that the building owner undertakes that the shop would level with the adjoining arcade after completion of shop decoration works.</p>
<p>Acknowledgement of BA14 follow up with AAP's letter dated 16.10.2017 to BD regarding the time for BA14 acknowledgement.</p>	<p>--</p>	<p>Item 11 ADF 5/2017 AAP</p> <p>also refer Item 6 ADF 5/2013</p> <p>Item 14 ADF 3/2014</p> <p>Item 20 ADF 3/2016</p>	<p>BD was reviewing the situation and colleagues have been reminded to adhere to the 28-day timeframe. For cases with outstanding submission, BD would directly reject the BA14 rather than wait for supplementary submission. Members' suggestion to set performance pledge was noted.</p> <p><i>[Post-meeting notes: recent sample survey on replies made beyond the 28-day period to BA14 received in 2016 and 2017 revealed that about 90% of such were due to lack of essential information such as mill certificates, test certificates, etc. in the submitted package. For the remaining 10%, many were due to completed works significantly deviated from the latest approved plans thus requiring rectifications. These cases should have been directly rejected instead. BD had reminded officers to adhere to the practice as indicated in the meeting, i.e., reply to Form BA14 submission should be written instead of verbal and issued asap for proper record so as to avoid the seeming procrastination on BD's side caused by waiting for the outstanding document submission or rectification of building works verbally pointed out by BD officers.]</i></p>

Building (Administration) Regulations - Completion / Occupation Permit

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Submission of Documents before Certification of Completion of Works</p> <p>Upon submission of Form BA13 or Form BA14 for certification of the completion of works in accordance with the approved plans, sometimes we are asked to provide further particulars or documents which are not clearly imposed in approval letters or shown in approved plans.</p> <p>Normally, technical documents such as concrete cube strength test report, steel reinforcement bar and structural steel mill certificates, cantilevers reports, structural glass reports, etc. will be submitted in batches and phases well before submission of Form BA13/14. BD will normally conduct checking upon receipt of these statutory forms and the checking time will therefore become very critical.</p> <p>To facilitate smooth processing of these submissions, it is suggested to develop a few standard checklists for different types of building works such as demolition, GI, foundation and superstructures, etc. It is also suggested BD to provide comments on these submissions after 1 month upon receipt of the document before the submission of Form BA13/14.</p>	--	<p>Item 6 ADF 4/2018 HKIE</p> <p>follow up Item 10 ADF 1/2019</p> <p>Item 9 ADF 2/2019</p>	<p>BD responded that the required technical documents would be stated in the approval letter and its appendices. If there were any queries, the case officer should be consulted.</p> <p>BD had recently implemented a streamlined procedure to facilitate the processing of Form BA13/14 submission. Upon completion of the structural works, BD would issue a reminder with sample checklists to AP/RSE/RGE for timely submission of the required technical documents prior to Form BA13/14 submission.</p> <p>BD added that checklists for the processing of Form BA13/14 on various types of building works had been prepared for internal use. AP/RSE/RGE could liaise with individual case officers to facilitate the submission of the required documents whenever necessary.</p>
<p>Record Plans of Pile Walls or Grouting Works for Site Formation Works</p> <p>Do we need to use the latest approved plans with BD approval chop as the record plans for pile walls or grouting works for Site Formation Works..... the penetration depth of pile elements and grouting usually are deeper than the approved values due to construction tolerance.</p>	--	<p>Item 11 ADF 5/2018 HKIE</p>	<p>As-built bottom levels of pile walls or grouting works for site formation works exceeding the “tentative” or “minimum” levels shown in the approved plans do not contravene the BO and the allied regulations, corresponding amendment submission for approval is not necessary but their as-built bottom levels should be duly recorded on an extra set of as-built plan upon submission of Form BA14. The record plan should record the actual work carried on site including the actual penetration depth of pile elements and grouting works.</p>
<p>Submission of Documents before Certification of Completion of Works</p> <p>ADF 4/2018 to inquire the status of reminder with sample checklists upon completion of the structural works for timely submission of the required technical documents prior to Form BA13/14 submission. also suggest a separate Form BA14 for the completed structural works, to be submitted upon its completion for early processing.</p>	--	<p>Item 10 ADF 1/2019 HKIE</p> <p>follow up of Item 6 ADF 4/2018</p>	<p>BD advised that a standard advisory letter with sample checklist to be completed by AP/RSE would be available for use shortly.</p> <p>Meanwhile, BD would study the feasibility of the submission of separate Form BA14 for structural works to facilitate early processing of submission.</p>

Building (Administration) Regulations - Completion / Occupation Permit

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Submission Checklist for Certification of Completion of Works</p> <p>To facilitate and streamline the processing of Form BA13 and Form BA14 submission, it is suggested to work out a standard submission checklist for various types of works with BD.</p>	--	<p>Item 9 ADF 2/2019 HKIE</p> <p>follow up of Item 6 ADF 4/2018</p>	<p>BD advised that a standard letter with a table summarising the required documentary submissions imposed under the approval conditions would be issued when the superstructure works were nearly completed. RSE should monitor to ensure the required submissions would be timely made before the application for OP.</p>
<p>Installation of Stove in Open Kitchen for OP</p> <p>Would BD please clarify if installation of stove in open kitchen is required at the time of OP inspection for situations where the location of stove is critical to demonstrate compliance with the open kitchen requirements, such as the 2m distance measured from the nearest corner of the stove to the door knob.</p>	--	<p>Item 3 ADF 4/2019 HKIA</p>	<p>Stove at open kitchen was not required to be installed at the time of OP inspection, save and except for those situations where the location of stove was critical to demonstrate compliance with the open kitchen requirements, such as the 2m distance measured from the nearest corner of the stove to the door knob pursuant to item 7 of ADF 1/2016.</p>
<p>Registration of Undertaking Letter to Land Registry</p> <p>..... whether the following undertaking letters are required to be registered at the Land Registry or not:</p> <ul style="list-style-type: none"> (i) Para 7 of PNAP APP-2: Undertake to submit documents (curtain wall projecting over street for wholesale conversion projects) (ii) Para 2(iii) of Appendix A to PNAP APP-2: Undertake to carry actions regarding DMC / Sales Brochure for voids (iii) PNAP APP-104: Undertake to carry out action regarding DMC for recreational facilities (iv) PNAP APP-93: Undertake to carry out action regarding DMC for external pipe ducts (v) Para 6(d) of PNAP APP-151: Undertake to submit various documents (vi) Para 6 of PNAP APP-156: Undertake to submit provisional and final energy efficiency reports (vii) Para 14(b) of PNAP APP-42: Undertake to carry out action regarding DMC for counters, guard rooms, etc. <p>We note that JPNs and paragraph 6(c) of Appendix D to PNAP APP-152 (i.e. for greenery areas) explicitly required the registration of undertaking letters to Land Registry while some PNAPs do not. We also note that registration of some of the above (those requiring submission of documents and unrelated to DMC) were refused by Land Registry recently.</p>	<p>PNAP APP-2, 42, 93, 104, 151, 152, 156</p>	<p>Item 15 ADF 4/2019 HKIE</p>	<p>Registration of undertaking letters from developer or owner would only be required for certain situations as stipulated in relevant PNAPs and modification conditions. In some cases, registration of undertaking letters might not be required, e.g. relevant requirements or obligations would have been incorporated in the DMC approved by LACO upon OP application. For undertaking letter required to be registered but could not be done upon OP application due to special circumstances, consideration would be given on case basis.</p>

Building (Administration) Regulations - Completion / Occupation Permit

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Street Widening – Agreement to Surrender</p>	<p>--</p>	<p>Item 24 ADF 5/2019 AAP</p>	<p><i>Refer item under PNAP</i></p>
<p>RGE Endorsement on Pre-drilling or Post-installation Drilling Code..... only foundation works falling into the following situation are classified as “Building Works with Significant Geotechnical Content”. Foundation works outside this category do not require RGE stream supervision.....</p> <p>A number of pre-drilling or post-installation drilling would be carried out at different stages of the foundation works. The quality supervision requirement for such drilling is stated in paragraph 6.28 of Supervision Code which also implies no RGE stream supervision would be required for the foundation works not falling into “Building Works with Significant Geotechnical Content” category.</p> <p>However, many officers might refer to Appendix VIII of Supervision Code for ground investigation field works and demanded a certificate from AS of the Registered Specialist Contractor and a certificate from the RGE.</p> <p>Since the RGE stream does not involved in the supervision of abovementioned drilling accompanying foundation works, we consider it is inappropriate to request for a certificate from the RGE and would like to seek BD’s clarification.</p>	<p>CoP SS Para 7.1</p>	<p>Item 6 ADF 1/2020 HKIE</p>	<p>BD confirmed that pre-drilling and post-installation drilling were classified as foundation works. Hence, completion certificate from RGE would not be required.</p>
<p>Split of ELS Plans Submission PNAP BD allows ELS plans to be submitted in two stages.</p> <p>The Stage 1 submission typically contains wall elements and grouting (if any) with pumping test (if required). Under the current arrangement, the design assumptions on the strut stiffness and pre-loading requirement are stated in the plans submitted for approval but the strutting layout and construction sequence are included into the submission package as “For Information” to demonstrate the feasibility of the entire scheme. Obviously, the accompanied design analyses should tally with the construction sequence and supporting arrangement.</p> <p>.....</p>	<p>PNAP APP-57 Para 6</p>	<p>Item 7 ADF 1/2020 HKIE</p>	<p>BD confirmed that Stage 1 submission could be a schematic design of ELS system and the structural details of the lateral support system could be included in Stage 2 submission. In this regard, BD would draw GEO’s attention to the details stipulated in PNAP APP-57 in their liaison meeting to avoid ambiguity in the interpretation.</p>

Building (Administration) Regulations - Completion / Occupation Permit

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Split of ELS Plans Submission (cont'd)</p> <p>.....</p> <p>However, some officers interpreted from the wording of paragraph 6 of PNAP APP-57 that approval of strutting layout and the construction sequence should be part of the Stage 1 submission and imposed a condition that approval of these two elements (normally in Stage 2 submission) should be obtained prior to the consent application for the pile wall.</p> <p>We opine that such condition is against the original intention of PNAP APP-57 to facilitate the ELS submission and would therefore like to seek BD's clarification.</p>		<p>Item 7 ADF 1/2020 (cont'd)</p>	
<p>Certification of Building Materials by RSE</p> <p>As imposed under item 6 in Section 17(1) of the BO, RSE is required to append a statement to confirm the materials' (including reinforcements, structural steel, couplers, glass and other structural materials, etc.) mechanical and chemical properties, testing reports and monitoring data are complied with relevant design standards, sampling and testing requirements and conducted by accredited HOKLAS laboratory and the proposed monitoring system in accordance with approved plans. Generally, upon thorough review by his/her professional team, RSE will append a duly signed letter to confirm the above with the statement together with the mill certificates, test reports, material documents, quality assurance report, heat soak test report and monitoring data, etc. submitted by Registered Specialist Contractor (RSC) or Registered General Building Contractor (RGBC) for BD's acknowledgement. However, there is occasion that RSE was required to sign on each of these documents submitted by RSC/RGBC prior to their acknowledgement. Would BD please clarify whether it is necessary.</p>	BO	<p>Item 4 ADF 2/2020</p>	<p>BD advised that duly signed letters by RSE confirming that the relevant requirements and conditions imposed in the approval/consent letters had been complied with would suffice and RSE's signature/certification on individual document would not be necessary.</p>
<p>Witnessing of Loading Test for Foundation Works</p> <p>HKIE reported that trial run of appointing independent HOKLAS laboratory for pile loading test with surprise check by BD to replace current loading test arrangement was successfully held in May 2020. Would BD consider wider application of such arrangement to facilitate the site progress.</p>	--	<p>Item 18 ADF 2/2020 HKIE</p>	<p>BD advised that a flexible approach would be adopted to deploy sufficient manpower in witnessing loading test for foundation works. Should such arrangement not be made, RSE might propose alternative arrangement for witnessing the test by RSE or his/her representatives for BD's consideration on case-by-case basis. Audit check might be carried out by BD for such cases.</p>

Building (Administration) Regulations - Completion / Occupation Permit

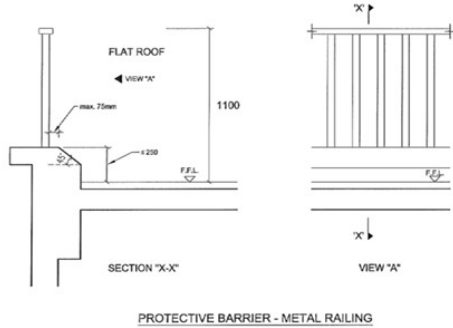
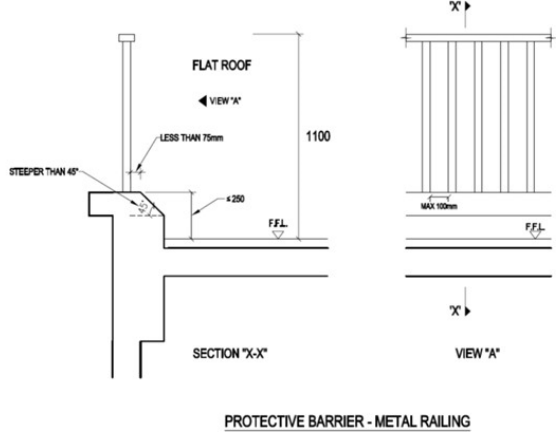
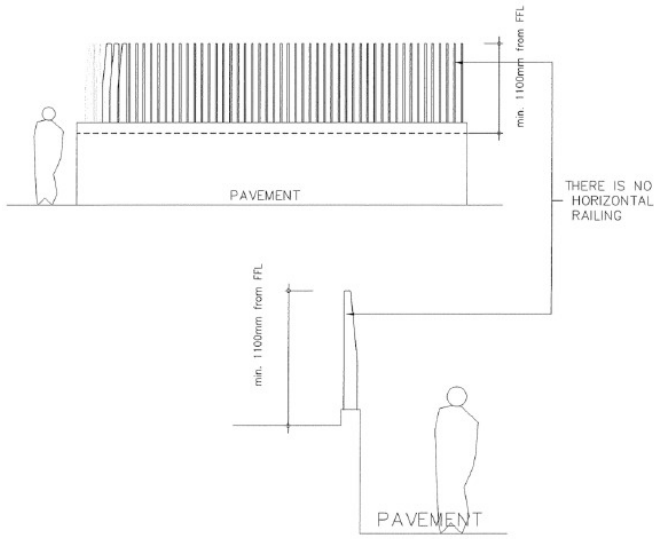
Issue	Reg. / Code Ref.	Date of discussion	BD response
Streamlined Procedure to Facilitate the Processing of Form BA13/14 Submission		Item 9 ADF 2/2021 HKIE Follow up on Item 6 ADF 4/2018	<i>Refer to Items under Structural Issues</i>
Streamline the Approval Process		Item 12 ADF 2/2021 HKIS	<i>Refer to Items under General Issues</i>

Building (Construction) Regulations			
Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Application of crowd load in protective barrier The criteria of crowd load situation is not clearly defined in the regulations.</p>	B(C)R 8	ADF 2/2009	<p>BD confirmed that crowd load factor is required to be applied to fire escape staircase parapet, and to staircase parapet facing a staircase void.</p> <p><i>(Notes were taken by HKIA, there was no endorsement by BD back in 2009)</i></p>
<p>Measuring the Height of Protective Barriers In measuring the height of protective barriers, instead of the floor level, BD would sometimes require it to be measured from the curb under the railings, balustrades, glass panels, or the like, if the curb is wider than 50mm, which seems too stringent. Would BD consider a larger dimension, say, 300mm, above which such method of measurement applies?</p>	B(C)R 8	<p>Item 1 ADF 1/2012 HKIA</p> <p>follow up Item 10(a) ADF 2/2012</p> <p>also refer Item10 ADF 1/2013</p>	<p>.....</p> <p>BD agreed to review and advise on the dimension.</p> <p>In measuring the height of protective barrier, the height should be generally measured from the finished floor level to the top of protective barrier. This principle applies to the case for a solid curb (which is built at the lowermost of the protective barrier) of not more than 150mm high and with a maximum of 75mm width measured from the inner surface of the protective barrier. For cases not meeting the dimensional requirements of the solid curb as stated above, the height of the protective barrier should be measured from the finished level of a solid curb to the top of the protective barrier. For certainty, details of the barriers may be provided for agreement.</p>
<p>Protective Barrier in Staircase Landings It has been discussed and agreed in Oct 2010 Forum that protective barrier in staircase landings is not required but there are recent cases which is contradictory to what has been agreed; please clarify. Please also refer to App B.</p>	B(C)R 8	Item 3 ADF 4/2012 HKIA	BD's reconfirmed that staircases and landings were areas where congregation of people were not expected in the application of horizontal imposed loads on protective barriers. BD also confirmed that B(C)R 8(3) did not apply to staircases and staircase landings.
<p>150 mm curb at Staircase It has been discussed in previous Forum that such curb is not required. However, fellow architect advises that there are still cases whereby such is required at time of OP inspection. BD is requested to confirm such understanding and advise the front line staff accordingly.</p>	B(C)R 8(3),	Item 6 ADF 5/2012 HKIA	BD confirmed that 150 mm high solid curb was not required at staircases and staircase landings. However, for a circulation staircase without enclosure walls and its landings formed part of a floor for the purpose of B(C)R 8(3), the lowermost 150 mm of the protective barrier should be built solid.

Building (Construction) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Height of protective barrier of curtain wall Further questions from ADF 2/2012..... Should min. 1.1mH protective barrier to be measured from finished floor level or finished surface of the 300mmH curb for curtain wall building with openable window? Can the concept of slanted curb for glass balustrade be applied for this case such that the 1.1mH is measured from finished floor level?</p>	B(C)R 8	Item 11 ADF 1/2013 AAP also refer item 10 ADF 2/2012	The same concept as in glass protective barrier shall apply. Reference should be made to Item 10 of the Summary of Items discussed in the APSEC Discussion Forum in March 2012.
<p>Protective Barriers for Planter walls Whether the 1.1m inner walls of planters located at the perimeter of the podium gardens shall comply with the requirements of the protective barrier under B(C)R 8, as there would have no level difference between the podium floor and the planter?</p>	B(C)R 8	Item 11 ADF 1/2013 AAP	The BD advised that such inner walls of planters would be considered as protective barrier under B(C)R 8.
<p>Height of Protective Barrier of Curtain Wall</p>		Item 15 ADF 2/2014 HKIA	<i>Refer item under PNAP</i>
<p>Protective Barrier and Rim of Bathtub In the past, the rim of bathtub was not considered in determining the height of the protective barrier. Openable windows next to bathtubs have not been a concern for safety in the past. The latest PNAP APP-110 specifically states that 75mm wide protruding width will be regarded as an adjoining floor level. We would like to seek clarification from the BD whether the bathtub rim must now also be scrutinized under the new PNAP APP-100 as well when there is an openable window above. A typical arrangement is attached.</p>	PNAP APP-110	Item 5 ADF 3/2015 AAP	<p>The BD noted that a bathtub was a sanitary fitment and the bathtub rim should not be regarded as part of a floor. People should not be expected to stand on the bathtub rim. Providing protective barrier up to 1100mm above the bathtub rim in front of openable window normally would not be needed.</p> <p>On the other hand, when the people using the bathtub, the opening of the window should be not less than 1100mm from where the person would stand. In addition, as sanitary fitments might be relocated by future owners, the window openings in a bathroom or toilet should in no case contravene regulation 3A of the Building (Planning) Regulations. .</p> <p>The BD reminded that when there would be a drying rack / planter box or other similar features requiring access from the window opening, a protective barrier should be provided such that it would be 1100mm high from the point where people might stand on in accordance with PNAP APP-110.</p>
<p>PNAP APP-110 – Protective Barriers The attached sketch showing a common type of metal railing design refers. PNAP APP-110, our understanding is that the design of the said metal railing sitting on top of a curb with a height of not more than 250mm and with the protruding width of the curb of not more than 75mm is acceptable </p>	PNAP APP-110	Item 5 ADF 4/2015 HKIA	The BD advised that HKIA's understanding was correct in principle, except that the parameters as illustrated in the diagrams be refined as follows:

Building (Construction) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>PNAP APP-110 – Protective Barriers (cont'd) i.e. the height of the barrier can be measured from the finished floor level of the roof as marked on the sketch. Please confirm if our understanding is correct.</p> 			
<p>Protective Barrier and Horizontal Elements protective barrier is required for “Changes in Level” and compliance to B(C)R 17 Table 3 for imposed load. We would like to seek clarification from BD whether horizontal elements/ top rails are mandatorily required (see attached diagrams).</p> 	<p>B(C)R8 B(C)R17</p>	<p>Item 1 ADF 1/2016 HKIA</p>	<p>BD confirmed that horizontal element/top rail is not required for the purpose of compliance with B(C)R 17 Table 3 for imposed load as long as the vertical members are demonstrated to be in compliance with the said regulation.</p>
<p>Submission for Window/Window Wall & Protective Barrier</p>		<p>Item 1 ADF 1/2017 HKIA</p>	<p><i>Refer item under PNAP</i></p>
<p>Protective Barrier for Greening</p>		<p>Item 5 ADF 4/2018 HKIA</p>	<p><i>Refer item under Code of Practice on Design for Safety</i></p>

Building (Demolition Works) Regulations

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Scope of Works of RGBC and RSC(D) at the Demolition Stage</p> <p>Noting that RSC(D) may be required for the demolition works in an extensive A&A submission, HKIS would like to know the different scopes of works of a RGBC and a RSC(D) in this regard.</p>	CoP	Item 13 ADF 5/2013 HKIS	The BD advised that the Building (Demolition Works) Regulations and CoP for Site Supervision had provided an interpretation for significant and substantial demolition works, which served as a basis of differentiating the scope of works to be carried out by a RGBC or a RSC(D). The BD further reminded that the scope and extent of works to be carried out by a RGBC / RSC(D) should be demarcated clearly on the plan.

Building (Planning) Regulations			
Issue	Reg. / Code Ref.	Date of discussion	BD response
GFA and site coverage of aboveground car parks	B(P)R 20-23	ADF 3/2011 HKIA	BD informed that, as per current practice, car parks were considered non-domestic except for houses. <i>(Notes were taken by HKIA, there was no endorsement by BD back in 2009)</i>
Depth of Architectural Features, for projections from a building, it is accepted that if the projections are not at a floor level, or potential floor level, and do not dominate the face of a building, measurement as accountable gross floor area is not required. Could BD confirm that the practice of exempting architectural projections that comply with B(P)R 7(1) from GFA calculations for up to 500mm projection is maintained? For example, can minor decorative grills shielding pipes from view project for 500mm outside the external walls be exempted from GFA calculations?	B(P)R 7 PNAP APP-19	Item 2 ADF 1/2012 HKIA	It was supplemented that such architectural features should be allowed without the need to submit justifications if they were within the 500mm limit and not dominating the façade. BD confirmed that the principles in the PNAP were still maintained, and requested HKIA for more information and sketches if a review of specific case was required.
Vertical Down Pipes in Re-entrants. Maximum projection for vertical down pipes not to be considered as obstruction in re-entrants.	B(P)R 30,31	Item 7(c) ADF 1/2012 HKIA/follow up	It was discussed and agreed that the projecting pipes would not be considered as obstruction as long as the concerned windows could be opened for 90 degrees.
Top-hung Windows in Non-domestic Buildings	B(P)R 30,31	Item 12 ADF 1/2012 BD also refer Item 3 ADF 5/2012 Item 23 ADF 5/2019	Further to previous discussions, BD clarified that the requirement for top-hung windows to be openable “to such an extent that the minimum distance from the bottom of an openable sash to the bottom of the window frame is equal to 600mm or the height of the openable sash, whichever, is the less” applied also to non-domestic buildings, until further information for relaxation in non-domestic buildings was submitted for consideration.
Structural level or finishes level for 15 m Measurement for Site Coverage/ Plot Ratio It has been a long established practice that dimensions stated in Buildings Ordinance and Regulations normally refer to structure, the 15 m measurement for site coverage/plot ratio should not have any difference from the norm, yet there is recent case that it has to be measured to finishes; please clarify.	B(P)R 20-23	Item 6 ADF 4/2012 HKIA	BD confirmed that the height of a building for the purpose of site coverage and plot ratio calculations should be measured to the structural level.

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Openable Top Hung Window Usually in office building, especially in curtain wall building, the window will be designed to open below the 1 m sill line for prescribed window to avoid blocking the view of the seated occupant inside the building. If the 600 mm measurement for openable window is taken at the 1 m level, the actual maximum opening distance would be larger than 600 mm. BD is requested to consider acceptance of the 600 mm measurement in the case of office building to be taken at the bottom of the window As an extension of this issue, BD is requested to consider acceptance of provision of ventilators of equivalent window area in office building in satisfying the ventilation requirement.</p>	B(P)R 30,31	<p>Item 3 ADF 5/2012 HKIA</p> <p>also refer Item 12 ADF 1/2012</p> <p>Item 23 ADF 5/2019</p>	BD advised that the deemed sill level of 1m in B(P)R 31(3)(b) should be observed in the calculation of the glazing areas and openable areas required under B(P)R 30(2)(a)(i) and (ii). That said, BD might consider any request for measuring the openable window areas at locations other than the 1m sill level for office buildings upon receipt of full and satisfactory substantiations of the circumstances of individual cases (for example, provision of more openable windows than the prescribed openable window areas, installation of ventilators with quantitative substantiation on their equivalent performance / effective-ness in providing natural ventilation as an openable window of certain areas, etc.).
<p>No. of F.A. for Bathrooms For internal bathroom(s) within a residential unit, modification has to be applied for non-provision of standard flue aperture as required under B(P)R 35A & PNAP APP-027. If there are more than 1 internal bathroom and only electric water heaters are provided for those internal bathrooms, how many flue aperture shall be provided? i.e. only ONE F.A. to be provided for the ONE residential unit or ONE F.A. for EACH internal bathroom? It is recommended to provide 1 no. of F.A. for 1 residential unit.</p>	PNAP APP-027	<p>Item 12 ADF 1/2013 AAP</p> <p>also refer Item 12 ADF 2/2013</p>	Every bathroom should be provided with a flue aperture as required under B(P)R 35A. Such provision should comply with PNAP APP-27.
<p>Number of Flue Aperture for Bathroom Supplementary information to item 12 of the APSEC Discussion Forum on 4.1.2013, i.e. the number of flue aperture required for bathrooms in a domestic unit.</p>	PNAP APP-027	<p>Item 12 ADF 2/2013 BD</p> <p>follow up Item 12 ADF 1/2013</p>	<p>Pursuant to B(P)R 35A and PNAP APP-27, each bathroom should be provided with a flue aperture.</p> <p>Members commented that the Hong Kong and China Gas Company Limited already allowed several bathrooms to share one gas water heater and enquired whether the BD would accept a modification of providing one flue aperture under such scenario. The BD advised that acceptance from EMSD should be sought.</p>
<p>Follow Up Item (b) Flue Aperture for Bathroom A discussion paper focusing on the provision of one flue aperture for several bathrooms complying with the supply rules is enclosed for consideration (please refer to Appendix I).</p>		<p>Item 2 ADF 3/2013 HKIA</p> <p>also refer Item 12 ADF 1/2013 Item 12 ADF 2/2013</p>	The BD was requested to consider (i) allowing the provision of only one flue aperture for one flat if a gas / electric water heater of appropriate capacity would be used to provide hot water for all water points in the flat instead of multiple flue apertures, and (ii) no flue aperture should be provided if no town gas supply system would be provided by the developer. The BD responded that comments from EMSD and Gas Co. would be sought.

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Flue Aperture for Bathroom HKIA enquired about the progress of discussion between BD and EMSD on the provision of flue aperture for bathroom.</p>	<p>PNAP APP-027</p>	<p>Item 12 ADF 5/2013 HKIA</p>	<p>(a) The BD confirmed that for situation in case electrical heater would be provided in a domestic unit in lieu of a gas heater, an application for modification to just provide one standard size gas flue aperture to serve all bathrooms would be favourably considered, subject to that a viable schematic design to be submitted illustrating how a single gas heater can be installed in future to serve the various hot water points within the premises to the satisfaction of the Water Authority and in compliance with the Waterworks Regulation 19 (Cap 102).</p> <p>(b) HKIA raised that for open kitchen design supported by a fire engineering report, among others, on a condition of the non-provision of gas supply to the premises, an application for exempting the provision of a gas flue aperture i.e. non-provision of gas flue aperture to the premises) should be favourably considered. The BD advised that they might favourably consider the proposed non-provision of gas flue aperture under such special circumstances subject to no objection from the EMSD.</p>
<p>Headroom of Lavatories if lavatories located underneath staircases for residential accommodation were considered as habitable areas, hence were required to comply with the storey height requirements under B(P)R 24</p>	<p>[B(P)R] 24</p>	<p>Item 10 ADF 1/2014 AAP</p>	<p>The BD would study the enquiry and provide a respond in due course.</p>
<p>Headroom of Lavatories (Follow Up) Following the last BD Discussion Forum, please confirm that bathrooms / lavatories pertaining to residential accommodation are NOT considered as habitable areas, and hence are not required to comply with the storey height requirements under Building (Planning) Regulation 24.</p>	<p>[B(P)R] 24</p>	<p>Item 3 ADF 2/2014 HKIA</p> <p>follow up of Item 10 ADF 1/2014</p> <p>also refer Item 1 ADF 5/2019</p>	<p>HKIA further pointed out that in the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations (B(SF)R), “habitable space” excluded kitchens and lavatories.</p> <p>The BD explained that prior to its revision in 1987, the regulation B(P)R 24 had specific height requirements for rooms, kitchens and toilets, and the present regulation was meant to cover the same areas. Therefore, kitchen, bathroom, toilet and laundry were considered habitable areas and they had to follow B(P)R 24. The measurement of storey height was clarified in PNAP APP-5.</p> <p>[Post-meeting notes: HKIA opines that the B(SF)R and B(P)R should not have inconsistent definitions for “habitable space” and “room for habitation”. In addition, it can be deduced from B(P)R 30(1) that a room used for habitation is different from one used for the purposes of a kitchen.</p>

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
Headroom of Lavatories (cont'd)		Item 3 ADF 2/2014 (cont'd)Furthermore, if lavatories were habitable, their windows should comply with B(P)R 30 in addition to B(P)R 36, which is not the present requirement. HKIA thus requests the BD to reconsider the above interpretation of B(P)R 24.] The BD also advised that "ward" in hospitals should be considered as used for habitation.
Height of Building As a general principle, please confirm that concrete plinths on roofs for building services installation are to be disregarded from building height measurement under Building (Planning) Regulation 23(1), providing always that such plinths are not forming part of the elements of construction of the building concerned.	[B(P)R] 23	Item 4 ADF 2/2014 HKIA	The BD confirmed that non-structural concrete plinths on roofs for building services installations were disregarded for the purpose of measuring building height under regulation 23(1) of the Building (Planning) Regulations as the height of a building should be measured to the structural floor level of the roof over the highest usable floor space. For skylight, it should be considered on a case by case basis.
(a) Habitable Space Pursuant to ADF 2/2014, BD advised that "ward" in hospitals should be considered as habitable space in future coming projects, despite its being otherwise considered in many older cases. Please kindly clarify the following: - GFA of "ward" in hospitals maintained unchanged as non-domestic; - Would BD consider exemption of maximum 9m distance from prescribed window for hospital as hospital is centrally air-conditioning like office? If not, this will definitely impose constraints and limitations on the efficiency as single-loaded 3-bed wards or common wards accommodating more than 6 beds would not be feasible. - As some hospital projects has already commenced works based on previously accepted practice, a grace period should be adopted for those projects with works already commenced.	[B(P)R] 24	Item 1 ADF 3/2014 HKIA follow up of Item 3 ADF 2/2014	The BD confirmed the GFA of "ward" in hospitals was to be accounted as non-domestic. On Form BA16 application for modification of the requirement on the 9m distance from prescribed window for "ward" in hospitals, the BD would seek comments from the Hospital Authority or Department of Health. For individual project with superstructure works in progress, the AP could approach the case officer to follow up.
(b) Headroom of Bathrooms Pursuant to ADF 2/2014, it is suggested to define the minimum floor to ceiling headroom requirement for bathroom to 2.3m to avoid argument on measurement as most bathroom sometimes involve drop slab or flat beam. False ceiling and bulkhead would be disregarded in the measurement of the headroom and prescribed window requirement would not be required for bathroom.	[B(P)R] 24	Item 1 ADF 3/2014 HKIA follow up of Item 3 ADF 2/2014 Item 1 ADF 5/2019	To facilitate further discussion, HKIA would prepare justifications for the proposed 2.3m bathroom clear height measured from the floor to the soffit of the sunken slab above.

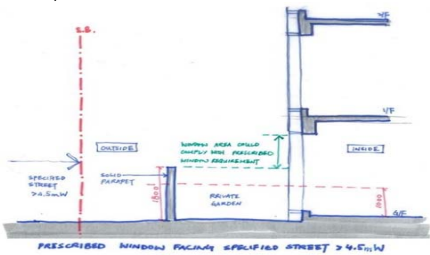
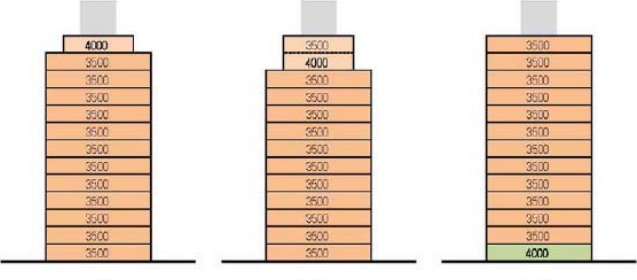
Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Floor Height</p> <p>(a) Please advise the allowable floor to floor height for clubhouse areas in residential projects.</p> <p>(b) Please advise the allowable floor to floor height for restaurant areas in non-residential project.</p>	[B(P)R] 24	Item 12 ADF 4/2014 AAP	The BD acknowledged that for certain cases, a considerable depth of space within the floor might need to be reserved for structure and E&M services. The BD noted that the floor to floor height would be considered on a case-by-case basis.
<p>Plot Ratio Issues</p> <p>(a) For “wholesale conversion” of industrial building to office or hotels etc. car park (which are previously exemplified from PR calculation) have now to be count for 50% of plot ratio. This makes it extremely difficult or even impossible to do wholesale conversion.</p> <p>(b) The “void “of staircases to count for plot ratio is unreasonable.</p> <p>(c) The staircase at roof level to be counted for plot ratio is unreasonable and in fact there is inconsistency between different areas. Some require the roof top staircase to be counted for PR while for other roof level staircases are not required to be counted for plot ratio.</p>	B(P)R 20-23	Item 13 ADF 4/2014 AAP	<p>(a) The BD confirmed that the existing carpark could be exempted from GFA calculations subject to no change in the location of the carpark. Reference should be made to PNAP APP-150.</p> <p>(b) The BD confirmed when a GFA exemption of high headroom of a particular storey / space was granted, the additional runs of staircases serving the high headroom was also exempted. On the other hand, the BD noted that there were cases where some MOE staircases might have locally high headroom because there was a change in direction of the staircase (usually at the podium levels or 1/F before discharging at G/F). The BD noted that the MOE staircase enclosure should be intact and there was no likelihood of abuse, BD might exempt the high headroom within staircase enclosures from GFA calculations.</p> <p>(c) The BD confirmed that genuine staircase at roof level should not be PR accountable unless there were other accountable GFA on the roof level.</p>
<p>Provision of Natural Ventilation</p> <p>..... to review whether window area from the level of the floor of the room to 1m above could be included in the calculation of aggregate superficial area of glass in the window(s) for the purpose of B(P)R30(a)(ii).</p>	B(P)R 30	Item 22 ADF 4/2014 AAP	The BD noted the material and sizes of the barrier at windows below 1m could not be controlled. The BD also noted that for non-typical designs, a performance -based approach could be adopted. The BD advised that the draft revised PNAP APP-130 would be refined shortly for consultation.
<p>Store Room within a Domestic Flat</p> <p>Recent comments from the BD on GBP submissionregarding the sizing of store room and its location and access arrangement within the domestic flat. Sometimes, BD officers do not accept non-provision of prescribed windows for a store room if it is considered 'too large' or it is entered through the kitchen.</p> <p>We request the BD to provide details on the criteria under which the store room can be considered to be for storage and no prescribed windows requirements need to be followed.</p>	B(P)R 30,31	<p>Item 12 ADF 5/2014 AAP</p> <p>also refer Item 12 ADF 1/2016</p> <p>Item 9 ADF 1/2018</p>	<p>The BD advised that a utility room or store room without prescribed window and entered through a kitchen had been accepted, similarly for small store room.</p> <p>In response to AAP's enquiry on BD's internal guidelines regarding the acceptable dimensions of such utility room or store room without a prescribed window, the BD advised that there were no such guidelines or hard and fast rule on the sizes and remarked that such design had been approved all along these years and could be found in many completed projects.</p> <p>.....</p>

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Store Room within a Domestic Flat (cont'd)</p>		<p>Item 12 ADF 5/2014 (cont'd)</p>	<p>..... The BD would take into account the size, location and design of a room in domestic premises as well as the overall design of the premises when considering whether such room should be regarded as a habitable room for the purposes of regulations 30 and 31 of the B(P)R irrespective of their designated use as “study room”, “games rooms” or “store”. For instance, if the size of such room would be disproportional to the flat size, a prescribed window should be provided.</p>
<p>Storey Height above Transfer Plate For residential developments, there is a general practice of an E&M zone above the transfer plate allowing flexibility in diversion of pipe works through transfer plate openings. Please clarify that this E&M zone does not account for the total floor-to-floor height of storey above transfer plate. The floor-to-floor height of storey above transfer plate should be accounted from the top of this E&M zone to the structural floor level of floor above.</p>	<p>B(P)R 23</p>	<p>Item 15 ADF 5/2014 AAP</p>	<p>The BD confirmed that the depth of E&M zone above the structural transfer plate should NOT be included in the floor to floor height of the storey above the transfer plate for the purpose of regulation 23(3)(a) of the B(P)R.</p>
<p>Floor Height of Residential Units According to guidelines, maximum 3.5m floor height is allowed for typical domestic floor and maximum 4.0m floor height is allowed and limited at the top floor of residential tower to foster a better and quality environment for special units at top floor. However, there shall be case where the special units are not designed at the top floor but at the lower floor with private garden. if the BD would accept for the allowance of maximum 4.0m floor height to be at the top floor or to be at another one residential floor</p>	<p>[B(P)R] 24</p>	<p>Item 16 ADF 5/2014 AAP also refer Item 12 ADF 3/2015</p>	<p>The BD advised that the norm for a 3.5m maximum storey height for domestic flats and a 4.0m maximum for the topmost domestic floor had been adopted for a considerable period of time. A research on the development of such norm would be required and if necessary, the BD might consider informing the industry of such requirements. Item 13 above refers. On the question raised by AAP regarding whether there could be flexibility on the location of a floor with 4.0m storey height, the BD advised that it would be considered on a case by case basis.</p>
<p>Prescribed Window Calculations for House and Apartment Ground Floor Garden Unit As the parapet wall for a garden unit on ground floor is usually higher due to security reason, we wish to reconfirm</p> <p>(a) Prescribed windows can be counted from the top of the fence wall instead of 1m above internal floor level.</p> <p>(b) If the window is facing a specified street of not less than 4.5m width, a normal fence wall on the boundary of the private garden or site boundary would not be counted as obstruction.</p>	<p>B(P)R 30,31</p>	<p>Item 4 ADF 2/2015 HKIA</p>	<p>The BD advised that measurement of the prescribed window should be from the top of fence wall instead of above 1m above the internal floor level for windows abutting a street not less than 4.5m wide. In addition, the use of performance-based approach promulgated in PNAP APP-130 was also acceptable.</p>

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Prescribed Window Calculations for House & Apartment Ground Floor Garden Unit (cont'd)</p> 		Item 4 ADF 2/2015 (cont'd)	
<p>Floor-to-floor Heights of Residential Units ADF 5/2014, the BD advised that the norm for a 3.5m max. storey height for domestic flats and a 4.0m max. for topmost domestic floor had been adopted (figure 1). For other scenarios, the BD would consider on a case-by-case basis.</p> <p>To allow for more design flexibility, please clarify if could be accepted by the BD:- (a) location of the 4m floor at the lower storey of a duplex unit located at the 2 topmost floors of a residential tower (see figure 2) (b) location of the 4m floor at the lowermost floor of a residential tower for a garden unit (see figure 3)</p> <p>Both of the above cases require additional headroom for transfer of building services due to different bathroom / kitchen layout of the floor immediately above.</p>	[B(P)R] 24	Item 12 ADF 3/2015 HKIA follow up of Item 16 ADF5/2014	The BD advised that a 3.5m floor-to-floor height for domestic flats which should be sufficient to accommodate essential structural elements and building services. The major consideration for the BD to approve a higher floor-to-floor height (4.0m) for the topmost domestic floor was to facilitate natural ventilation at the topmost floor due to the requirement for better heat dissipation directly below the roof slab. Hence, the BD would not consider a 4.0m floor-to-floor height generally applicable to all lower duplex floors or the lowest floor designed as garden units, unless special circumstances warranted such special consideration, which should be considered on a case-by-case basis.
 <p>Figure 1 Figure 2 Figure 3</p>			
<p>Follow up : Store / Utility Room Recently members heard that there were cases in which BD rejected the store room without prescribed window when the dimension of the room exceeds 1.7m.</p> <p>We wish to clarify whether the conclusion of the previous forum 2014-5 still applies, or there are new policies for this issue.</p>	B(P)R 30,31	Item 12 ADF 1/2016 AAP follow up of Item 12 ADF 5/2014 also refer Item 9 ADF 1/2018	BD confirmed that there had been no change in the policy towards store rooms / utility rooms in domestic unit since the discussion forum 2014-5. Also, there was no internal guideline for 1.7m maximum store room size. BD emphasized that store/ utility rooms of sizes commensurate with that of the unit, e.g. relatively large stores in large-size flats or single-family houses would be more justifiable. Rooms with sizes and in contexts likely to be used for habitation must comply with the lighting and ventilation requirement regardless of how the room was named.

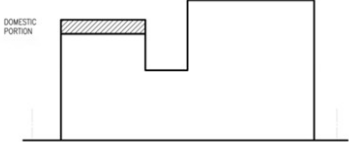
Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Laundry in House or Large-sized Flats</p> <p>It is understood that laundry in a residential premises is considered as 'habitable space'. Putting aside the provision of laundry in a normal sized flat, it is believed that provision of laundry is reasonable in a single family house or a large sized flat, say over 500 sm. In such case, the necessity to provide prescribed window to a laundry would be superfluous. BD is requested to consider waiving such requirement of prescribed window for laundry in single family house and flats over certain size subject to provision of mechanical ventilation similar to that of an internal bathroom.</p>	B(P)R 30,31	Item 16 ADF 2/2016 HKIA	BD suggested considering the provision of larger utility rooms for housing the laundry/drying machines together with other utility equipment and facilitating the provision of windows.
<p>Office on Basement Floors</p> <p>For a building with approved use of basement as shop, if it is to be converted into office use, can the B(P)R 30 be waived with similar criteria under PNAP ADM 2 being met?</p> <p>Also, for new development with basement for office, can the B(P)R 30 be waived with similar criteria under PNAP ADM 2 being met?</p> <p>Our member have seen precedent cases but currently not listed in the PNAP.</p>	B(P)R 30	Item 21 ADF 2/2016 HKIS	Office on basement floors was not acceptable unless it was an ancillary office to other primary uses.
<p>Bonus Plot Ratio/Site Coverage</p> <p>..... if part of a lot is set back from the boundary and dedicated to the public for the purposes of passage, and under B(P)R22(2), if a part of a lot abutting on a street is resumed under the Lands Resumption Ordinance, BD may consider granting bonus plot ratio and/or site coverage to the proposed development. The question is if part of a lot is required to be set back from the boundary abutting a street under OZP, will the development be entitled to a grant of bonus plot ratio and/or site coverage; and whether positive or negative in the answer, what are the criteria of consideration for granting of bonus.</p>	B(P)R 22	Item 5 ADF 3/2016 HKIA	BD advised that bonus plot ratio and site coverage for the development would only be allowed if such dedication was considered essential by government and the criteria had been laid down in paragraphs 6-8 of PNAP APP-108. Setbacks required under OZP meeting the above conditions might be favourably considered.
<p>Open Space</p> <p>B(P)R25(1) requires open space to be provided at the rear or partly at the rear and partly at the side. B(P)R25(2) requires domestic building to be at least 1.5m from rear boundary.</p>	B(P)R25	Item 14 ADF 4/2016 AAP	BD would consider modification/exemption for the open space on the individual merits of each case; standard modification is considered not appropriate for the time being.

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Open Space (cont'd)</p> <p>For very long site abutting narrow street, provision of open space at the rear or partly at the rear and partly at the side is difficult. When building set back is needed for SBD, the situation becomes even more awkward. Since space around building has already been controlled by site coverage as well as prescribed window, it seems that the open space requirement is redundant from building 'health' or 'environmental' point of view.</p> <p>Currently there is no standard modification for open space (except for hotel). We suggest BD should formulate the criteria to allow standard modification for non-compliance with B(P)R25 so that handling of such modifications can be more effective.</p>		<p>Item 14 ADF 4/2016 (cont'd)</p>	
<p>Room Containing Soil Fitment</p>	<p>B(P)R36</p>	<p>Item 3 ADF 5/2016 HKIA</p>	<p><i>Refer item under Special Subject : Open Kitchen</i></p>
<p>Modification for Provision of Mechanical Ventilation / Lighting to Residential Toilet</p> <p>Modification for provision of mechanical ventilation / lighting to residential toilet had been implemented for many years, would BD conduct a review on it to examine the pros and cons in term of hygiene and occupier's satisfaction in long run.</p>	<p>B(P)R 30,31</p>	<p>Item 8 ADF 5/2016 HKIS</p>	<p>BD replied that they would review the matter under the Building (Planning) Regulations consultancy review. BD added that toilets with natural ventilation would not just help energy saving for the toilet itself, the cross ventilation thus enabled to the unit would help mitigate the difficulty of providing openable windows in noisy neighbourhood.</p>
<p>Composite Building Treated as Non-domestic Building</p> <p>.....states that "the BA may treat as a non-domestic building...in which the only domestic part of the building is a place of residence, not having more than 50 sq.m of UFS, for a caretaker or other person employed in connexion with the building.....or a residence comprising the top storey of the building, or both."</p> <p>For institutional projects on a large site consisting of multiple blocks over a podium, for practical reason and design flexibility, the residence (may be larger than 50 sq.m UFS) may better be located at the top storey of a block which is not the tallest block of the complex (see attached diagram). We opine that this is acceptable under the purview of the said regulation, as "building" is meant to include "any part of building" as per the interpretation under BO s.2. Please advise if our interpretation is correct.</p> <p>.....</p>	<p>B(P)R 23(4)</p>	<p>Item 3 ADF 1/2017 HKIA</p>	<p>In principle, it was acceptable under B(P)R 23(4) to have a residence (>50 sq.m UFS) comprising the top floor of the non-domestic building. If there were several building blocks on top of a podium, the top floor should be the one of the highest building block. In the case of independent building blocks in a compound not connected by a podium, such building blocks could be treated independently under the regulation.</p> <p>Modifications could be considered for special circumstances</p>

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Composite Building Treated as Non-domestic Building (cont'd)</p> <p>.....Alternatively, if the above cannot be interpreted as the "top storey", would BD favourably consider an application for modification such that the residence for person employed in connexion with the building (which is more than 50 sq.m UFS) can be located at area other than the top storey?</p> 		<p>Item 3 ADF 1/2017 (cont'd)</p>	
<p>Mechanical Ventilation of Room Containing Waste Fitment</p> <p>In some institutional projects, sinks or basins are provided in a large room for various functional reasons. Due to the large size of the room, it may be difficult to fulfill the openable window requirement under B(P)R 36, and hence mechanical ventilation has to be provided. However, the air change requirement for application of modification will require the installation of a number of fan units to achieve the air change requirement for the whole room.</p> <p>We would suggest the BD to consider accepting a notional floor area of say, 2.25sq.m (i.e. 1.5m x 1.5m) per sink/basin, in calculating the air change requirement for institutional use such as health care and educational projects (similar to pantry in open office).</p>	<p>B(P)R 36</p>	<p>Item 3 ADF 2/2017 HKIA</p> <p>also refer Item 11 ADF 3/2017</p> <p>Item 1 ADF 1/2018</p> <p>Item 15 ADF 5/2018</p>	<p>BD advised that HKIA's proposal of designating a 1.5m x1.5m notional area per sink/basin for calculation of the air change requirement for mechanical ventilation was acceptable provided that exhaust outlet should be located in the vicinity of the fitment. The said assessment criteria could be applicable to shops or offices as well.</p>
<p>Protective Barrier at Window and Openable Area Calculation</p> <p>It is our understanding that glass protective barrier in front of openable window can be ignored in the calculation of area required under B(P)R30(2)(a)(ii) as demonstrated in the diagrams below. Would BD confirm</p>	<p>B(P)R 30(2)(a)</p>	<p>Item 16 ADF 2/2017 AAP</p>	<p>BD advised that while the glass protective barrier in front of the openable window would be considered as obstructing ventilation, protective barrier in form of well perforated metal grilles would usually be acceptable.</p>
<p>Mechanical Ventilation of Room containing Waste Fitment</p> <p>ADF 2/2017 where a waste fitment was located right next to the openable window in a large open plan area due to functional reason, would BD consider accepting the application of the same notional area of 1.5 x 1.5m per sink/basin in the calculation of window requirement on a case by case basis.</p>	<p>B(P)R 36</p>	<p>Item 11 ADF 3/2017 HKIA</p> <p>also refer Item 3 ADF 2/2017</p> <p>Item 1 ADF 1/2018</p>	<p>BD advised that they would favourably consider the application of a notional area of 1.5m x 1.5m per sink/basin in the calculation of window requirements for large rooms on a case basis; and submission of Form BA16 with respect to B(P)R 36(2) would not be necessary.</p>

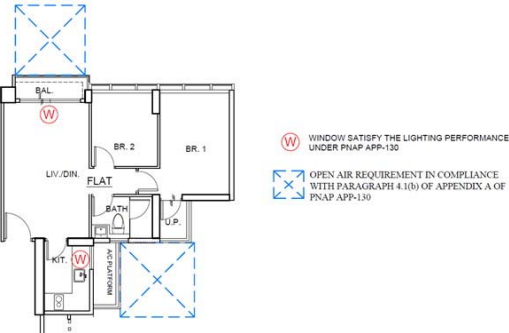
Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Height of Storey for Bathroom For bathroom with sunken slab arrangement to accommodate drain pipes of the respective unit, it may be difficult to achieve 2.5m headroom (i.e. from structural floor to ceiling soffit of the sunken slab) where the floor-to-floor height would normally be in the order of 3m or so, especially when the sunken slab has to accommodate the anti-siphonage pipe from S-trap toilet.</p> <p>.....would BD favorably consider to permit headroom of such bathroom to be reduced to 2.3m?</p>	B(P)R 24	Item 3 ADF 4/2017 HKIA	As the problem could be resolved by adjusting the storey heights within acceptable limits set by BD or alternative designs, BD would not pursue to relax the storey heights in bathrooms.
<p>B(P)R 24(1) – Height of Storey BD to consider allowing modification to relax the height of storey to be relaxed to 2.3m for toilets with sunken slab.</p>	B(P)R 24	Item 10 ADF 4/2017 AAP	BD did not support the relaxation for reasons mentioned in item 3 above.
<p>Review of B(P)Rs BD highlighted a recommendation from the Review of B(P)R which had attracted most concern from the industry.</p>	B(P)R	Item 15 ADF 4/2017 BD	<p>BD further explained in details one of the recommendations from the Review that the current prescriptive L&V requirements in B(P)R was to be replaced by the performance indicators in PNAP APP-130. Members expressed concern on the use of UVA method to access the VDF which would inevitably require more resources.</p> <p>With regard to the removal of the deemed-to-comply 4.5m wide street standard, BD reiterated that modifications would be favourably considered for cases not complying with the VDF standard justified with site constraints and adequate compensatory measures. BD emphasized that retaining an obsolete and incongruent standard in regulation for assurance of development potential would be against the objective of the Review.</p>
<p>Lighting and Ventilation our understanding where a full height window (such as a french window or sliding door to a balcony) meeting the requirement of B(P)R 31(a) [i.e. it faces into a street which is not less than 4.5m wide], the whole glazing area of such window including that portion below 1m A.F.F.L. can be counted towards the aggregate superficial area of glass in the window as required under B(P)R.... That said, the requirement of just counting that portion of glazing at 1m A.F.F.L. and above for fulfillment of B(P)R 30(2)(a)(i) is applicable only to those prescribed windows adopting Rectangular Horizontal Plane (RHP) as per B(P)R.....</p>	B(P)R 30, 31	Item 2 ADF 5/2017 HKIA also refer Item 16 ADF 2/2020	<p>BD advised that B(P)R 31(3)(b) regarding sill level of a prescribed window should also be applicable to B(P)R 31(1)(a). In other words, the requirement of just counting the portion of glazing area at 1m A.F.F.L. and above for fulfillment of B(P)R 30(2)(a)(i) was also applicable to prescribed window faced into a street which was not less than 4.5m wide.</p> <p>[Post-meeting notes: The same issue was raised again in BSC/APSEC Meeting held on 8.12.2017. After review, BD considered that the deemed level of sill as stipulated under B(P)R 31(3)(b) is for the purpose of assessing RHP mentioned in B(P)R 31(1)(b).]</p>

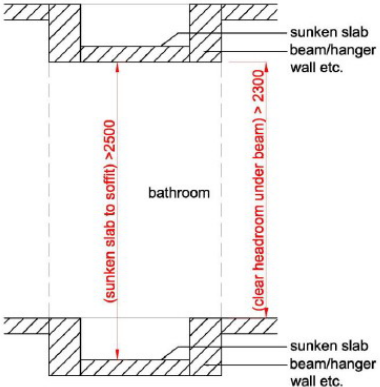
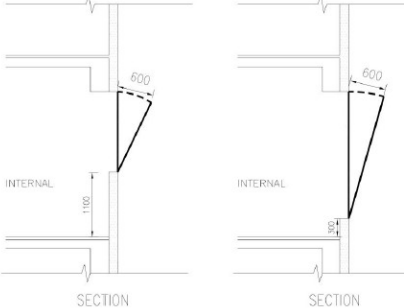

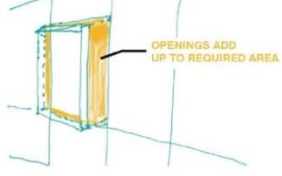
Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Follow-up on Mechanical Ventilation of Room containing Waste Fitment ADF 2/2017..... proposed that 1.5m x 1.5m notional area per sink/basin for calculation of the air change requirement for mechanical ventilation be acceptable for institutional use projects such as health care and educational building/premises provided that exhaust outlet should be located in the vicinity of the waste fitment. While this proposal had been accepted by BD, our members advised that such acceptance criteria had not been adhered to for some recent hospital projects scrutinised by BD. In one case, 6 air changes per hour (ACH) and 10 ACH of the entire room, depending on use of the room, were required; while only 10 ACH of the entire room was permitted in another case. Both of the above cases required prior support from the Hospital Authority (HA).</p> <p>In this regard, we would like to ask the following:</p> <p>(1) Whether HKIA's proposal as discussed in ADF 2/2017 is not applicable to hospital wards, and if affirmative, the reason behind;</p> <p>(2) In case the said proposal is not applicable to hospital wards, we opine that the previous discussion with HA using 6 ACH based on the supporting information on international standards should be adopted, and the same should not be increased to 10 ACH arbitrarily; and</p> <p>(3) Any reasons to adopt 6 ACH for some rooms whereas 10 ACH for others?</p>	B(P)R 36	<p>Item 1 ADF 1/2018 HKIA</p> <p>follow up of Item 3 ADF 2/2017</p>	<p>BD said that HKIA's proposal on notional area for calculating the air change as discussed in ADF 2/2017 should generally be applicable to large hospital wards provided with 10 ACH requirements as required under PNAP ADM-2.</p> <p>Any deviation from the above would be considered on case merits and other conditions might be imposed, citing as examples, there were cases accepted with room containing waste fitments with 6 ACH for the entire room and in compliance with international standards acceptable to the Hospital Authority.</p>
<p>Utility/Store Room adjacent to Domestic Kitchen Some members reported that the maximum dimension of utility/store room of not more than 1.6m was required by BD recently. However, we understand from previous ADF discussions that there is no such requirement on the maximum dimension of utility/store room. We wish to know if BD's practice has been changed.</p>	B(P)R 30,31	<p>Item 9 ADF 1/2018 AAP</p> <p>also refer Item 12 ADF 5/2014</p> <p>Item 12 ADF 1/2016</p> <p>Item 2 ADF 5/2018</p>	<p>BD advised that there had been no change in the policy towards store /utility room in domestic unit since the discussion vide ADF 5/2014. BD would consider the proposal on case basis as discussed in ADF 5/2014. In general, the size of the utility / store room should commensurate with that of the unit.</p>

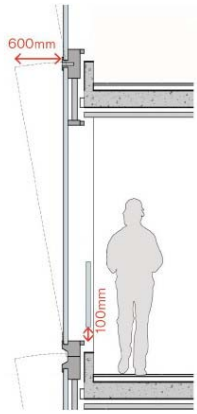
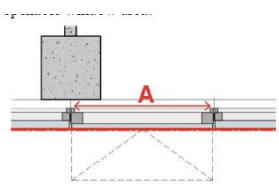
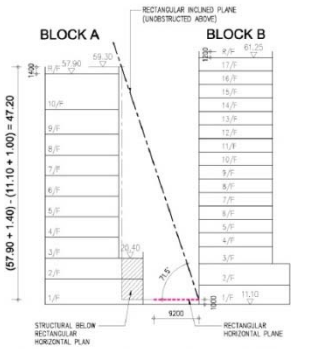
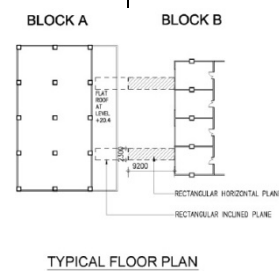
Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Size of Utility/Store Room in Domestic Unit</p> <p>ADF 1/2018....., BD advised that there had been no change in the policy towards store/utility room in domestic unit since the discussion vide ADF 5/2014, and that there was no straight rule in limiting the maximum dimension of utility/store room to not more than 1.6m, provided that the size of the utility/store room should be commensurate with that of the unit.</p> <p>However, our members advised that in some recent projects, the limitation of 1.6m was still imposed regardless of the size of the flat units, including house development and 3-bedroom units. We would like to re-confirm/clarify whether BD has any new policy on the above subject.</p>	B(P)R 30,31	<p>Item 2 ADF 5/2018 HKIA</p> <p>also refer Item 9 ADF 1/2018</p> <p>Item 12 ADF 1/2016</p> <p>Item 12 ADF 5/2014</p>	BD advised that there had been no change in the policy on the subject matter, and reiterated that there was no set limitation on the maximum dimension of utility/store room which should be commensurate with that of the unit.
<p>Provision of Sink within Office</p> <p>.... whether the principles discussed for institutional buildingsin ADF 2/2017, 3/2017 and ADF 1/2018 can be applicable to office building as well, where a small sink is provided within office area.</p>	--	<p>Item 15 ADF 5/2018 AAP</p> <p>also refer Item 3 ADF 2/2017</p>	BD confirmed that, as advised in item 3 of ADF 2/2017, the adoption of a notional area of 1.5m x 1.5m per sink/basin in the calculation of air change or window requirements for large rooms is acceptable for offices on case basis, provided that the exhaust outlet should be located in the vicinity of the fitment.
<p>Facing Open Air in UVA method</p> <p>PNAP APP-130 states that when a window can satisfy the UVA criteria (Diagram F), this window is considered to have met the performance standard of ventilation if, among others, the window faces into a clear and unobstructed area complying with at least the open air requirement. We understand that to face an open air does not necessarily require the window to open directly to open air. For instance, balcony sliding door satisfying UVA can still be considered to satisfy the ventilation criteria as illustrated in the diagram.</p> 	PNAP APP-130 Appendix A Para.4.1(b)	Item 10 ADF 2/2019 AAP	BD confirmed that the scenarios depicted in the sketch were acceptable provided that conditions in paragraph 4.1(a) to (c) of Appendix A to PNAP APP-130 would be complied with.

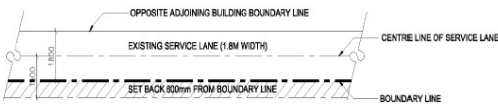
Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Height of Storeys</p> <p>ADF 2/2014 BD advised that bathrooms and toilets were considered as habitable areas and thus had to comply with the storey height requirements under regulation 24 of Building (Planning) Regulations, i.e. the clear height should be 2.5m under structural ceiling soffit and 2.3m under beam. We would like to enquire whether the clear height from underside of beam/hanger wall of the sunken slab as marked in sketch below is acceptable.</p> 	B(P)R 24	<p>Item 1 ADF 5/2019 HKIA</p> <p>also refer Item 3 ADF 2/2014</p> <p>Item 1 ADF 3/2014</p>	<p>The requirement for a minimum clear height of 2.3m should only be applicable to the underside of beam pursuant to regulation 24(1) of Building (Planning) Regulations. For the scenario illustrated in HKIA's sketch, a clear height of not less than 2.5m from the floor to the ceiling should be provided to the underside of the hanger wall structure.</p>
<p>Determination of Openable Window Area</p> <p>For openable bottom-hung window (Case A and Case B below), if the openable extent is not less than 600mm at the top of sash to window frame, its openable window area is to be calculated based on the elevation area of such window:</p>  <p>Please clarify if, for some other special window like cassette-type window, the openable window area is the summation of all the openable areas (i.e. the gaps) on four sides of such window:</p> 	B(P)R 30,31	<p>Item 23 ADF 5/2019 AAP</p> <p>also refer Item 15 ADF 1/2020</p>	<p>For bottom-hung window, BD confirmed that if the openable extent of the window was not less than 600mm, its openable window area should be calculated based on the elevation area of such window. In any case, regulation 8 of Building (Construction) Regulations should also be compiled with where there was a difference in adjacent levels greater than 600mm.</p> <p>By the same token, for cassette type of window, if there was 600mm or more clearance provided at the gaps, the openable window area could be calculated based on the elevation area of the window.</p> 

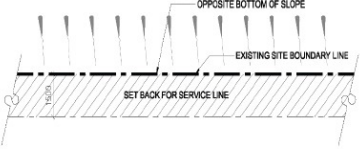

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Determination of Openable Window Area</p> <p>ADF 5/2019, further enquire when 600mm clear opening could be provided at the top of sash of the openable window as per the below diagram, its openable window area is to be calculated based on the elevation area of such window:</p> <p>When the openable window sash is near to the structural column as per the below diagram, will BD accept Dimension A for calculation of the openable window area?</p> 	<p>B(P)R 30,31</p>	<p>Item 15 ADF 1/2020 AAP</p> <p>also refer Item 23 ADF 5/2019</p>	<p>BD advised the 600mm clear opening should be provided at the lowest point of the spandrel and the area obstructed by the protective barrier should be disregarded. BD also confirmed the window opening obstructed by the column should be disregarded.</p> 
<p>Minimum Requirements of Window</p> <p>B(P)R the “rectangular horizontal plane” means a rectangular plane at the level of the sill of the window having the minimum area and minimum dimension prescribed by paragraph (2).</p> <p>Given that the requirements of rectangular horizontal plane as mentioned under B(P)R 31(2) and B(P)R 31(3) are already complied, is it allowed to have structure below this inclined plan as required under B(P)R 31(1)?</p>  <p>PRESCRIBED WINDOW DIAGRAM OF BLOCK B</p> <p>MINIMUM REQUIRED LENGTH OF RECTANGULAR INCLINED PLANE (FOR 1/F HABITABLE ROOM WINDOW FACING BLOCK A)</p> $= \frac{(23.80 + 1.40) - (11.10 + 1.00)}{\tan 71.5^\circ}$ $= 15.783m$ <p>RECTANGULAR INCLINED PLANE: 15.783</p> <p>RECTANGULAR HORIZONTAL PLANE: AREA: 2.3m x 9.2m = 21.16m² > 21.00m² (REQUIRED)</p>	<p>B(P)R 31</p>	<p>Item 15 ADF 2/2020 AAP</p>	<p>BD advised that the scenario is acceptable provided that the space above the rectangular horizontal plane measuring 2.3m x 9.2m is uncovered and unobstructed and no part of any building protrudes above the inclined plane according to B(P)R 31(1)(b) & (c).</p>  <p>TYPICAL FLOOR PLAN</p>

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Lighting & Ventilation</p> <p>..... ADF 5/2017, is it correct that for french door or sliding door giving access to a balcony and such door faces into a street which is not less than 4.5m wide, the superficial area of opening that could be provided by such door including that portion below 1m A.F.F.L can be counted towards the aggregate openable window area as required under B(P)R 30(2)(a)(ii)?</p>	B(P)R 30 & 31	<p>Item 16 ADF 2/2020 AAP</p> <p>also refer Item 2 ADF 5/2017 &</p> <p>Item 18 ADF 2/2021 AAP</p>	<p>AAP raised that there was still misinterpretation on the post-meeting notes for item 2 of ADF 5/2017. In this regard, BD reaffirmed that the deemed-to-be level of window sill as stipulated under B(P)R 31(3)(b) was solely for the purpose of assessing the rectangular horizontal plan as mentioned in B(P)R 31(1)(b). For windows, no matter facing street which is not less than 4.5m wide or facing an RHP, the superficial area of that portion of the glazing and window opening at level below 1m A.F.F.L. might also be counted towards the aggregate glazing area and aggregate openable window area as required under B(P)R 30(2)(a)(i) and (ii) respectively.</p>
<p>Pedestrian Walkway Required under Lease</p> <p>In some occasions, the land leases may require the Grantee to provide pedestrian walkways/footpaths or similar passages within private lots to permit public to have free and uninterrupted access to certain features such as existing grave(s) located within or outside the lots. The alignment and/or width of such pedestrian walkways may not be specified under the respective lease.</p> <p>Would BD please clarify that such pedestrian walkways are not required to be deducted from site area for PR/SC calculation under the Buildings Ordinance.</p>	B(P)R 23	<p>Item 5 ADF 4/2020 HKIA</p>	<p>BD advised that if the pedestrian walkway/ footpath required under the lease was specified as a “right-of-way” to the public or adjoining lot owners, it should be excluded from site area under B(P)R 23(2)(a).</p>
<p>Service Lane</p> <p>B(P)R 28 requires that every domestic building shall be provided with a service lane, would BD please confirm if the following scenarios are considered acceptable:</p> <p>Scenario 1</p> <p>When there is an existing service lane of 1.8m wide adjoining the site, the building on the site is to set back 600mm from the lot boundary such that 1.5m width measured from the centreline of the service lane to the building on the site is provided. Upon development of the opposite site, a lane of not less than 3m wide could be achieved.</p>  <p>PLAN OF EXISTING SERVICE LANE (SCENARIO 1) (CLASS A SITE)</p>	B(P)R 28 PNAP APP-73	<p>Item 15 ADF 4/2020 AAP</p>	<p>BD advised that, pursuant to paragraph 10 of PNAP APP-73, the long- term objective was that upon full development of abutting sites, a lane would be direct and have an unobstructed width of not less than 3m. In this connection, if there were sites abutting on both sides of the lane, a setback of 1.5m on each side would be acceptable, otherwise a setback of 3m should be provided.</p> <p>For Scenario 1, if the existing 1.8m service lane was a public lane, then a setback of 600mm would be acceptable on each side. On the other hand, if the existing 1.8m service lane was a private lane (no matter the site had the right of way over such private lane), a setback of 1.5m should be provided.</p> <p>For Scenario 2, if there was no building site at the other side, then a setback of 3m should be provided.</p>

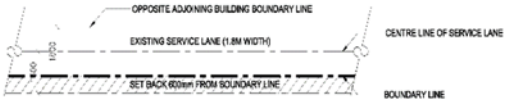
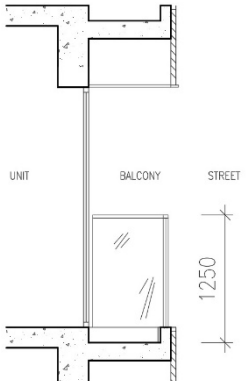
Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Service Lane (cont'd) Scenario 2 When there is no existing service lane and the site is abutting an existing slope, the building on the site is to set back 1.5m from the lot boundary as shown in the diagram.</p>  <p>PLAN OF SET BACK FOR SERVICE LANE OF REDEVELOPMENT (SCENARIO 2) (CLASS A SITE)</p>		<p>Item 15 ADF 4/2020</p>	
<p>Inclusion of AC Platform in Roofed-Over Area for the Purpose of Open Space Calculation In the past, there is no need to include the area of AC platform in the calculation of roofed-over area but recently it is required to do so. The AC platform is not accessible from the roof (except for maintenance) and there is no accountable GFA & site coverage underneath. So, we would like to clarify whether inclusion of the AC platform area is necessary for calculation of roofed-over area for the purpose of open space calculation as illustrated in the diagrams below.</p> 		<p>Item 9 ADF 1/2021 HKIS</p>	<p>BD advised that subject to the compliance with the relevant criteria under paragraph 3 of PNAP APP-19 for exclusion from site coverage and plot ratio calculations, AC platforms could also be not counted for roofed-over area for the purpose of open space calculation.</p>

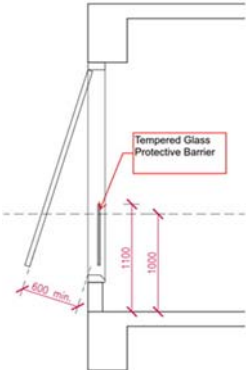
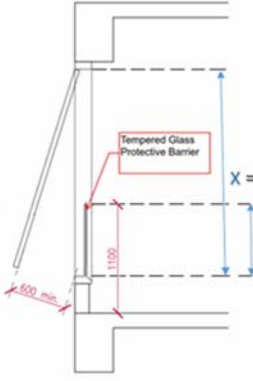
Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Mechanical Ventilation of Room Containing Waste Fitment</p> <p>According to item 3 of ADF 2/2017 held on 17 March 2017, BD advised that a 1.5m x 1.5m notional floor area per sink/basin for calculation of the air change requirement for mechanical ventilation was acceptable for institutional use, provided that the exhaust outlet should be located in the vicinity of the fitment. BD further advised that the said assessment criteria could be applicable to shops or offices as well.</p> <p>However, in some recent submissions, the provision of a sink in the open pantry located within an open office is not allowed even if the natural ventilation requirements under Building (Planning) Regulation (B(P)R) 36 are complied with. With the current trend of co-working spaces in office planning, the provision of open pantry with sink within the office area is a highly demanded and well received feature in modern office.</p> <p>Would BD please advise if the said provision is acceptable under the current regulations and that the assessment criteria as mentioned above is still applicable to office and/or shops.</p>		<p>Item 1 ADF 2/2021 HKIA</p> <p>Also refer Item 3 ADF 2/2017</p>	<p>BD advised that the assessment criteria as mentioned in item 3 of ADF 2/2017 held on 17 March 2017 remained unchanged. The application of a notional area of 1.5m x 1.5m per sink/basin in the calculation of window requirements for large rooms would be favourably considered on a case basis. The provision should be commensurate with the size, layout and overall design of the building as well as the likelihood of abuse.</p>
<p>Service Lane</p> <p>Referring to item 15 of ADF 4/2020 held on 26 November 2020 (below diagram refers), BD advised that where the existing 1.8m service lane was a private lane (no matter the site had the right of way over such private lane), a setback of 1.5m should be provided.</p> <p>With an existing private lane of 1.8m that the owner of the subject site is expressly granted with a right of way, we opine that a setback of only 1.2m from the site boundary should suffice for providing a service lane of not less than 3m upon full development of the two adjoining sites, which fulfil the long term objective pursuant to paragraph 10 of PNAP APP-73.</p> <p>(To be cont'd)</p>	<p>B(P)R 28</p> <p>PNAP APP-73</p>	<p>Item 2 ADF 2/2021 HKIA</p> <p>Follow up on Item 15 ADF 4/2020</p>	<p>BD advised that as per B(P)R 28, 1.5m service lane should be provided within the site of the building. The proposed setback of only 1.2m from the site boundary was considered not acceptable.</p>

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Service Lane (Cont'd) Would BD please clarify if the above is acceptable, providing that a copy of legal instrument (e.g. deed of right of way) can be submitted by the building owner/authorized person to prove that the building owner is expressly granted, by virtue of the instrument, a right of way exercisable at all times over the said private lane.</p>  <p>OPPOSITE ADJOINING BUILDING BOUNDARY LINE EXISTING SERVICE LANE (1.8M WIDTH) CENTRE LINE OF SERVICE LANE SET BACK (RHP) FROM BOUNDARY LINE BOUNDARY LINE</p> <p>PLAN OF EXISTING SERVICE LANE (SCENARIO 1) (CLASS A SITE)</p>			
<p>Height of Balustrade for Balcony & Utility Platform (UP) Referring to item 16 of ADF 2/2020 held on 29 May 2020, please confirm if the following understanding is correct:</p> <ol style="list-style-type: none"> (1) The rectangular horizontal plane (RHP) does not apply to a prescribed window facing a specified street. (2) Hence, the deemed-to-be level of window sill of the prescribed window opening onto a balcony facing a specified street will not be blocked by balcony, UP, AC platform and the like. (3) Prescribed window area for inclusion into natural lighting and ventilation calculation can carry down to floor level irrespective to the deemed-to-be level of window sill height.  <p>UNIT BALCONY STREET 1250</p>	<p>B(P)R 31</p>	<p>Item 18 ADF 2/2021 AAP</p> <p>Also refer Item 2 ADF 5/2017</p> <p>&</p> <p>Item 16 ADF 2/2020</p> <p>&</p> <p>Item 20 ADF 2/2021</p> <p>&</p> <p>Item 3 ADF 3/2021</p>	<p>For (1), BD advised that AAP's understanding was correct. B(P)R 31(1)(a) referred.</p> <p>For (2) and (3), BD advised that AAP's understanding was correct. The deemed level of sill as stipulated under B(P)R 31(3)(b) was for the purpose of assessing RHP mentioned in B(P)R 31(1)(b). For windows, no matter facing street which was not less than 4.5m wide or facing an RHP, the superficial area of that portion of the glazing and window opening at level below 1m A.F.F.L. might also be counted towards the aggregate glazing area and aggregate openable window area as required under B(P)R 30(2)(a)(i) and (ii) respectively. Item 2 of ADF 5/2017 held on 17 November 2017 and item 16 of ADF 2/2020 held on 29 May 2020 were also relevant.</p>

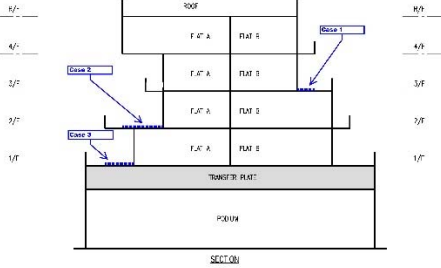
Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Height of Glass Balustrade at Balconies</p> <p>A glass balustrade of 1250mm high from structural floor level is proposed so as to maintain the final balustrade height of 1150mm after installation of perforated wood deck of 100mm above the structural floor as finishes deck.</p> <p>From a recent case, BD insisted that the maximum height of the glass balustrade should be 1150mm from structural floor level for ventilation reason. However, 1150mm height balustrade would render the installation of wood deck NOT possible.</p> <p>Would BD please clarify the requirement.</p>	B(P)R 31	Item 20 ADF 2/2021 HKIS	BD advised that glass balustrade of 1250 mm high at the balcony was acceptable in general.
<p>Top-Hung Openable Window</p> <p>Referring to item 16 of ADF 2/2020 held on 29 May 2020, BD reaffirmed that “...For windows, no matter facing street which is not less than 4.5 m wide or facing an RHP, the superficial area of that portion of the glazing and window opening at level below 1m A.F.F.L. might also be counted towards the aggregate glazing area and aggregate openable window area as required under B(P)R 30(2)(a)(i) and (ii) respectively”.</p> <p>Following the above and with respect to top-hung openable window as shown in the below sketch, it is our understanding that the minimum required 600 mm clearance to fulfil natural ventilation purpose can be measured from the bottom frame of the openable sash to the fixed window frame at the actual sill level as indicated in the sketch.</p> <p>Please advise if our understanding is correct.</p>  <p style="text-align: center;">SECTION</p>	B(P)R 30	Item 3 ADF 3/2021 HKIA	<p>BD advised that following the responses to item 23 of ADF 5/2019 held on 22 November 2019 and item 15 of ADF 1/2020 held on 10 January 2020, the openable window area should be calculated based on the elevation area of such window if the openable extent of the window was not less than 600 mm, and the area obstructed by the protective barrier should be disregarded. In any case, section 37 of Building (Construction) Regulation (B(C)R) should be complied with where there was a difference in adjacent levels greater than 600 mm.</p> <p>Regarding the measurement of openable extent of the window, BD advised that HKIA's understanding was correct, i.e. the minimum required 600 mm clearance could be measured from the bottom frame of the openable sash to the fixed window frame. A refined sketch is attached for reference.</p>  <p style="text-align: center;">SECTION</p> <p>X = Aggregate glazing area under B(P)R 30(2)(a)(i) P = Area of solid protective barrier X-P = Aggregate openable window area under B(P)R 30(2)(a)(ii)</p>

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Driveway / EVA within a Proposed Development</p> <p>For a driveway which also serves as the EVA for the buildings within a proposed development, it is our understanding that such driveway/EVA is not required to follow the requirements as stipulated in the Building (Private Streets and Access Roads) Regulations. In particular, as such driveway/ EVA is not a private street or access road and provision of footpath is not required.</p> <p>Please advise if our understanding is correct.</p>		<p>Item 4 ADF 3/2021 HKIA</p>	<p>BD advised that HKIA's understanding was correct. If the EVA also served as a private street/access road, footpath(s) should be provided according to Building (Private Streets and Access Roads) Regulation 4. Response to item 17 of ADF 3/2016 held on 27 May 2016 was also relevant.</p>
<p>Site Coverage for Composite Development</p> <p>Whilst Building (Planning) Regulation (B(P)R) 21(2) provides explicit provision on the means to derive the maximum permissible domestic plot ratio of a composite development (i.e. what the industry has used to call it as the "residual method"), there is no provision under B(P)R for deriving the permissible site coverage of a composite development, in particular, for situation where there are different blocks of domestic and non-domestic use of buildings.</p> <p>Notwithstanding, it has been an established practice that the permissible site coverage of such composite development is derived taking reference from the residual method for plot ratio calculation.</p> <p>We would like to know if there have been any changes to the above established practice, as we have been informed by certain members recently that residual method was not allowed for site coverage assessment in their composite development proposals.</p>		<p>Item 5 ADF 3/2021 HKIA</p>	<p>BD advised that although there was no provision under B(P)R, the residual method for calculation of permissible site coverage for composite development was acceptable.</p>
<p>"Verandah" under Building (Planning) Regulation</p> <p>According to the interpretation under B(P)R 2, "verandah" means <i>any structure projecting from any wall of any building and supported by piers or columns</i>. We would like to seek BD's advice on whether the following cases fall within the above definition of "verandah" for the purpose of Section 8(1) of the Residential Properties (First-hand Sales) Ordinance regarding saleable area in relation to a residential property.</p> <p>(To be cont'd)</p>	<p>B(P)R 2</p>	<p>Item 15 ADF 3/2021 HKIA</p>	<p>BD advised that while the interpretation of "verandah" under Residential Properties (First-hand Sales) Ordinance was not under the purview of BD, the 3 cases as illustrated in the diagram were not considered as "verandah" under B(P)R 2.</p>

Building (Planning) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>“Verandah” under Building (Planning) Regulation (Cont’d)</p>  <p>Case 1: Private area covered by projection (not being green features such as balcony/UP) above;</p> <p>Case 2: Private area partly cantilevered and partly supported by the storey below and covered by projection (not being green features such as balcony/UP) above; and</p> <p>Case 3: Private area supported by transfer plate below and covered by projection (not being green features such as balcony/UP) above.</p>			

Building (Refuse Storage & Material Recovery Chambers & Refuse Chutes) Regulations

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Area of Refuse Storage & Material Recovery Chamber Can BD clarify whether the area for parking of the Refuse Collection Vehicle (RCV) in Refuse Storage and Material Recovery Chamber (RS&MRC) with vehicular access be deducted from the area of provision in these chambers?</p>	B(R)R	Item 4 ADF 3/2012 HKIA	BD's preliminary opinion was that the area for parking RCV should not be included as the required floor space of the RS&MRC, and BD would further clarify. [Post-meeting note : BD confirmed that the statement is correct.]
<p>Provision of Refuse Storage and Material Recovery Chamber For domestic building with UFS < 1320 sq.m, refuse storage and material recovery chamber (RSMRC) is not required under B(RSMRC & RC)R 3(1) and the associated Schedule.</p> <p>Despite the above, the building owner might at times wish to provide RSMRC voluntarily to improve hygiene of the living environment as well as to encourage material recovery and recycling by future tenants of low density site where UFS of the domestic building < 1320 sq.m.</p> <p>Under such circumstances, please advise if BD would give favourable consideration to exclude such RSMRC from GFA calculation; provided that such RSMRC is of a reasonable size [say, UFS divided by 347 as per the Schedule and with minimum dimension of 1.5m], and is not proposed for development with only one single family house.</p> <p>The Schedule as referred to in B(RSMRC&RC)R 3(1) is extracted</p>	R3(1)	Item 1 ADF 3/2016 HKIA	For domestic building with UFS < 1320 sq.m., if the size of the proposed RSMRC was commensurate with that of the development, BD might consider excluding it from GFA calculation on case basis. To avoid abuse, exemption of such facilities from GFA calculation for single family houses or relatively small developments would not be considered.

Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrine) Regulations

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>WC Pan Connector Plastic WC Pan Connector for Connecting WC P-trap discharge to vertical or horizontal pipework</p>	B(SSFDW &L)R	Item 22(d) ADF 2/2012 HKIA	HKIA reps raised a case of rejection by BD citing the non-availability of a British Standard for these connectors. However, a British Standard for these connectors is available. BD advised that the rejection of such connectors may be for the reason that they did not comply with other drainage regulations. HKIA reps would provide more information to BD for their review and response on this specific case.
<p>Drainage to Architectural Features Architectural features will take many shapes and it would be difficult and visually unacceptable to add surface channel and rainwater outlets to such architectural features. Please confirm that drainage to external areas is only required for flat roofs and canopies.</p>	--	Item 4 ADF 2/2013 HKIA	The BD advised that normally surface channel and rainwater outlets would not be required for small architectural features. However, if the architectural features were of such design that would accumulate water or incur waterfall like downpour, drainage provision may have to be provided.
<p>Sanitary Fitment for Club House Currently there is no prescribed requirement for the provision of sanitary fitment in a club house. It is subject to the agreement between BD's front line staff and the APs. In such case, it is difficult for the APs to design and explain to the Clients why one ratio is acceptable in one area and not in another area. It is suggested that a prescriptive requirement be imposed.</p>	B(SSFDW &L)R	Item 6 ADF 3/2013 HKIA	The BD responded that sanitary fitments for staff and swimming pool, if any, were required to be provided in Residents' Recreational Facilities. The AP could provide such number of sanitary fitments for users as he deemed fit.
<p>Discharge of Floor Drain of Utility Platform It appeared that BD had been accepting the discharge of the floor drains of the utility platforms to either storm water system or waste water system. To avoid the confusion, BD was requested to unify the practice.</p>	B(SSFDW &L)R	Item 17 ADF 1/2016 HKIA	BD confirmed after the meeting that drains for collecting rain water from balconies or utility platforms should be connected to the surface water system. However, where a water supply point was installed for washing machines or other purposes, a waste water system should be provided separately.
<p>Approved Material for Rain Water Pipe ...R34(1)(b).states that cast iron, steel, copper (or other approved material) are acceptable material for use in soil, waste, anti-syphonage, ventilating and overflow pipe, and R34(2) stipulates that only cast iron, copper (or other approved material) are included as readily acceptable material for rain water pipe. As Galvanized Iron (G.I.) pipe and Stainless Steel (S.S.) pipe are commonly used materials for drains with small diameter, we would like to know if BD would readily consider G.I. and S.S. as "other approved material" for use as soil/waste and/or rain water pipe.</p>	B(SSFDW &L)R 34	Item 1 ADF 4/2016 HKIA	BD would readily accept galvanized iron (G.I.) and stainless steel (S.S.) for soil, waste and rainwater pipes. However, such materials and the relevant standards they met should be indicated on drainage plans.

Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrine) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Approved Material for Rain Water Pipe (cont'd) In case special approval is required, could BD also advise whether there is a list of commonly accepted “other approved material” for streamlining the routine procedures of such application.</p>		<p>Item 1 ADF 4/2016 (cont'd)</p>	
<p>Manhole Cover “Every manhole shall be fitted, on a level with the ground surface, with a cast iron airtight cover of adequate strength and approved design, provided that every manhole inside or under a building shall be fitted with a double-sealed cast iron airtight cover”. The latter clause of this regulation implies that double-seal is not a must for manhole cover to be air-tight, and hence manhole covers to both rainwater and foul water manholes outside a building need not be provided with double-sealing. Please advise</p>	<p>B(SSFDW &L)R 56(7)</p>	<p>Item 3 ADF 3/2017 HKIA</p>	<p>BD shared the same understanding with HKIA. BD staff would look for putty type of sealing materials or equivalent construction between the contacts of the covers and the manholes, for assuring the air-tightness. HKIA agreed.</p>
<p>Vent pipes not functioning as intended Under B(SSFDW&L)R 30(2)(b), every anti-siphonage pipe (ASP) shall be connected with the branch soil pipe (i) on the side of the water seal nearest the main soil pipe; and (ii) at a point not more than 300 mm from the trap outlet. In case the connection is made in the trough of a sunken slab design, the AP and RGBC should ensure that the connection point of the ASP to the soil pipe will not result in foul water entering the ASP undermining the intended performance standard as stipulated by the aforesaid regulation. To avoid abortive works, relevant parties should take note that BD may not accept alternative designs in rectifying as-built ASP which undermine the aforesaid performance standard.</p>	<p>B(SSFDW &L)R 30(2)(b)</p>	<p>Item 8 ADF 3/2017 BD also refer Item 14 ADF 4/2017</p>	<p>BD supplemented that ASP should be designed in such a way not prone to entry of foul/waste water and with an effective fall back by gravity to those which inadvertently entered. This performance target had been well demonstrated by the typical standard details of ASP being either at location on well above vertical bends, or on the top side of horizontal pipes away from flows or the splash of such. BD quoted some unsatisfactory cases where ASPs were almost at the bottom of vertical bends falling away from connection prone to diverting flow. Members proposed alternative designs to circumvent the congested situation of troughs in sunken slabs. BD would consider. [Post-meeting note: BD had accepted an alternative design@ for projects with construction works on-going but requested HKIA to follow the performance standards of the conventional designs for projects with works not yet commenced. Other proposals should be justified by making reference to established standards, expert opinions or test reports. @Alternative design was with a rodding pipe connected to the vertical bend preferably with a fall back to the bend. The ASP would be connected to the rodding pipe with a distance from the connection between the rodding pipe and bend.]</p>

Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrine) Regulations (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Inadequate Fall of Vent Pipe at the Bend of Soil Pipe BD reiterated the recent measures to prevent undesirable location of vent pipes which would prone malfunctions.</p>	B(SSFDW &L)R	<p>Item 14 ADF 4/2017 BD</p> <p>follow up of Item 8 ADF 3/2017</p>	<p>BD would take the following measures:</p> <ul style="list-style-type: none"> i) For development projects in the late construction stage, BD would take a flexible approach to consider acceptance on the provision of rodding pipe connecting to the vent pipe close to junction of vent and soil pipes for clearing the possible blockage of the vent pipe. Alternative design achieving same performance would also be favourably considered. All would base on AP's certification that good workmanship would be maintained for proper functioning of the vent pipes and the method of clearing blockage of vent would be conveyed to the end-users. ii) For new project with building works not in the late stage, suitable details achieving the designed performance of vent pipes should be adopted and indicated on drainage plans for approval. iii) Designs which would induce the flow of soil/waste water away into the vent pipe without returning by gravity would not be accepted in any event.
<p>Installation of Sanitary Fitments/Fittings after OP</p>	PNAP APP-114	<p>Item 5 ADF 2/2019 HKIA</p>	<p><i>Refer item under PNAP</i></p>
<p>Provision of Sanitary Fitments for Food RoomRegulations 3, "a food room of a restaurant where the number of persons in the restaurant is more than 300" is considered as a "workplace". For food room serving a restaurant with less than 300 persons, will BD share the same point of view with FEHD in licensing requirement that "provision of independent sanitary fitments for staff is exempted, provided that the fitments are available for share use by customers and staff"?</p>	B(SSFDW &L)R 3	<p>Item 17 ADF 2/2020 AAP</p>	<p>BD confirmed that for food room serving a restaurant with less than 300 persons, separate assessment for provision of sanitary fitments for staff was not required.</p>
<p>Sunken Slab at G/F of the House/ Garden Unit of Apartment Block</p>	PNAP APP-93	<p>Item 4 ADF 4/2020 HKIA</p>	<p>Refer items under PNAP</p>

Building (Minor Works) Regulation			
Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>BD Comments</p> <p>There have been difficulties faced by AP/RMWC submitting minor works completion records where BD after audit checking in a few months from the works completion issue major comments on the submitted records for Minor Works or even objection to the works classification. Can BD commit to a period within which objection or comment may be issued so that rectification work can be made within reasonable time but not after user-occupation or long into license application procedures, etc.?</p>	B(MW)R	Item 6 ADF 2/2012 HKIA	<p>Members raised that, for minor works, especially those requiring only notification to BD upon completion, it would be difficult to comply with BD's comments to the works if they were given a few months after the notification. Further, members requested for a contact point for enquiry on minor works, especially on the structural aspect.</p> <p>BD requested HKIA to give examples on enquiry issues for review. Besides, BD advised that MWCS is a self-regulating control system which allows "minor works" to be commenced or carried out under the "simplified requirements" by prescribed building professionals (PBP)/ prescribed registered contractors (PRC). Bearing in mind that the PBP/PRC have the obligation to ensure the subject works are in compliance with the BO and other enactments and should not rely on BD's audit check on the documents/works engaged by them. Minor Work Unit has advised that taking into account of large number of minor works submissions received by BD and the limited resources currently available for handling of the submissions, BD is not yet ready to commit a pledge on replying PBP/PRC. If PBPs have queries relating to minor works, they are welcome to screen the cases involved and outline the scope before raising the example cases for the enquiry services. The general enquiry relating to minor works may be sent to e-mail address pkleung@bd.gov.hk .</p>
<p>Can BD commit to a period within which objection or comment may be issued to minor works submissions so that rectification work can be made within reasonable time but not after user-occupation or long into license application procedures, etc.?</p>		follow up Item 9(d) ADF 3/2012	<p>BD advised that MWCS was a self-regulating control system which allowed "minor works" to be commenced or carried out under the "simplified requirements" by prescribed building professionals (PBP)/prescribed registered contractors (PRC). Bearing in mind that the PBP/PRC had the obligation to ensure the subject works were in compliance with the BO and other enactments, they should not rely on BD's audit check on the documents/works engaged by them. Minor Work Unit had advised that taking into account of the large number of minor works submissions received by BD and the limited resources currently available for handling of the submissions, BD was not yet ready to commit a pledge on replying to PBP/PRC.</p>

Building (Minor Works) Regulation (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Minor Works Control System for Sub-vent Project / Property whether works carried out in sub-vented project / property should be under the purview of BD's MWCS. The concerned works were mainly under repair / maintenance works contracts with government departments such as ArchSD and EdB, etc. as the project managers. Copy of a relevant email between AAP, HKIA, DEVB and ArchSD was tabled at the Forum.</p>	B(MW)R	Item 17 ADF 1/2013 AAP	<p>HKIA supplemented that ArchSD replied on this issue which repair/ maintenance works contract under the purview of ArchSD for sub-vented project should follow the MWCS. HKIA clarified that all new repair /maintenance works contracts would be carried out in accordance with BD's MWCS. The Forum noted that the concern on this issue involved those works carried out after MWCS implemented under the old / existing contracts which signed before the introduction of MWCS.</p> <p>BD requested AAP and HKIA to provide more background information for BD's thorough consideration.</p> <p>(Post-meeting Note : AAP letter dated 22.1.2013 to the Director of Buildings titled "Application of the Minor Works Control System under the Buildings Ordinance to Government Projects" was responded by AD/CS on 30.1.2013.)</p>
<p>Minor Works Control System – (Acknowledgement Procedure) 1.concern about the lengthy acknowledgement time for certificate of completion of minor works. 2.concern about the procedure of discharging orders issued by BD.encountered situation where an order, involving MW items, could only be discharged upon receipt of the acknowledgement of certificate of completion of those MW items.</p>	B(MW)R	Item 19 ADF 1/2013 HKIS	BD would relay HKIS's concern to respective Divisions and would reply in due course.
<p>Submission of External Ceiling suggested including erection / alteration / repair of external ceiling panels for existing buildings in Minor Works Control System.</p>	B(MW)R	Item 3 ADF 2/2013	HKIS's suggestion would be relayed to Minor Works Unit for their consideration.
<p>Pre-demolition Site Clearance Works /Preparatory Works For pre-demolition site clearance works /preparatory works involving minor works items, adequate precautionary measures should be provided and the requirements of Minor Works Control System should be complied with.</p>	B(MW)R	Item 13 ADF 2/2013 BD	<p>Arising from recent reports from members of the public and the media, BD reminded the industry that if pre-demolition site clearance works / preparatory works would involve minor works items (such as removal of windows and a/c supporting frames), adequate precautionary measures should be provided and the requirements of Minor Works Control System should be complied with. Prosecution might be instigated if the relevant provision of Cap. 123N had been contravened.</p> <p>In response to members' request, the BD advised that a circular letter to AP, RSE, RGE, RGBC, RSC and RMWC regarding this issue was being prepared.</p>

Building (Minor Works) Regulation (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Minor Works - Item 1.13 and Item 3.9</p> <p>Item 1.13 - Erection or alteration of supporting structure for an antenna or transceiver on the roof</p> <p>Item 3.9 - Erection, alteration or removal of supporting structure for an antenna or transceiver on the roof</p> <p>Whether antenna & antenna pole could be mounted to the internal face of R.C. parapet wall / R.C. wall / R.C. column?</p>	B(MW)R	Item 7 ADF 3/2013 HKIS	BD clarified that only the erection, alteration or removal of a supporting structure for an antenna or transceiver on the roof might be considered as a minor works item under the Building (Minor Works) Regulation (Cap. 123N).
<p>Minor Works - Item 1.14</p> <p>Item 1.14 - Erection or alteration of support structure for a radio base station solely for telecommunications services in the form of an equipment cabinet on the roof</p> <p>(a) Whether radio base station could be mounted to the internal face of R.C. parapet wall / R.C. wall / R.C. column?</p> <p>(b) Whether 2nos. split-type A/C condenser could be shared with the supporting platform of radio base station?</p> <p>(c) Whether 2nos. utility box [max. size: 0.95m(W) x 0.5m(D) x 0.95m(H)] could be shared with the supporting platform of radio base station.?</p>	B(MW)R	Item 8 ADF 3/2013 HKIS	<p>(a) BD clarified that only erection, alteration or removal of a supporting structure for a radio base station solely for telecommunications services in the form of an equipment cabinet on the roof might be considered as a minor works item under Cap. 123N.</p> <p>(b) BD confirmed that if split-type A/C condensers could be shared with the supporting structure for a radio base station if they solely served the radio base station.</p> <p>(Post-meeting note : The requirements under Minor Works Item 1.28 should be complied with.)</p> <p>(c) As mentioned in Item 8(a) above, a supporting platform for radio base station fixed on a wall instead on a roof as shown on the submitted photo could not be regarded as a minor works item under Cap. 123N. A supporting structure with other equipment such as common utility box also serving the radio base station did not fall within Minor Works Item 1.4.</p>
<p>Public Access to Minor Works Submission Records</p> <p>According to the officers in charge Minor Works Control System that BD is going to allow public access to all submission records in relation with completed minor works.</p> <p>This may include all plans & photographic records of interiors and exteriors of a private premises, which are much more than the existing system. BD please clarify.</p>	B(MW)R	Item 9 ADF 3/2013 HKIS	The BD clarified that this issue had been referred to the Corporate Services Division to follow up.
<p>Green Roof</p> <p>.....suggests BD should consider incorporating certain greening works on roof which are minor in nature into the Minor Works Control System.</p>	B(MW)R	Item 5 ADF 4/2016 HKIA	BD would, in the process of preparing the Laymen's Guide for Roof Greening, also consider the suggestion of introducing relevant new MW items.

Building (Minor Works) Regulation (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Minor Works Submission during Construction Stage</p> <p>Even when a site is under construction with a RGBC or RSC with approval and consent, it is our understanding that we can still apply Minor Work procedures for works items that falls into the Minor Works categories but not included in approved plans.</p> <p>Please advise if our understanding is correct.</p>	B(MW)R	Item 14 ADF 5/2016 AAP	<p>According to Technical Guidelines on Minor Works Control System (MWCS), the MWCS was devised to provide an alternative procedure for carrying out minor works mainly in existing buildings without the need to obtain approval and consent from the BA before commencement of works. BD advised that in general, it was not intended to apply the MWCS to the minor works items in a site which prior approval and consent had been obtained for the new building works thereat. The application of MWCS in such a site might lead to complication on the responsibilities of AP/RSE/RC and procedural requirements.</p> <p>Item 18 below was also relevant.</p>
<p>Minor Works Items in Demolition of Buildings</p> <p>The industry's feedback on the current protocol and the possibility of adopting similar practice following the principle of the post OP rectification work as promulgated in the circular letter of 9.1.2014.</p>	B(MW)R	Item 18 ADF 5/2016 BD	<p>BD noted that in the course of demolition of buildings, some components such as windows, AC racks, and UBWs could be demolished under minor works control systems (MWCS) before the demolition of the parent buildings. However, MW records for works in this regard seemed redundant as the building would be demolished. The proposed direction aimed at streamlining the administration procedures. Members generally welcome the direction. Details of the proposed measures would be discussed in the Working Group to be formed soon.</p>
<p>Maintenance & Repair of External Cladding & Typhoon Proof Ceiling</p> <p>It is not uncommon that maintenance & repair (M&R) for external cladding or typhoon-proof ceiling are required during the life-time of a building. However, only erection, repair or removal of any cladding fixed to the external wall with the distance between any part of it and the adjoining ground/floor $\leq 6\text{m}$ would be considered as Minor Works (i.e. MW Item 3.31). We would therefore like to enquire on the following with respect to M&R works:</p> <p>(i) whether the requirements for structural A&A submission could be waived for dismantling, inspection, repairs and reinstatement works involving small quantities of existing cladding works (say 20 nos.defective cladding panels out of 300 nos.) or typhoon proof ceiling;</p> <p>(ii) whether structural A&A submission would be required if the existing cladding panels are replaced with new panels of same size and material specifications; and.....</p>	B(MW)R	Item 2 ADF 3/2018 HKIA	<p>BD advised the following:</p> <p>(i)As the works concerned were neither considered as Minor Works or Designated Exempted Works under the Building (Minor Works) Regulations nor building works exempted under Section 41(3) of the Buildings Ordinance, structural A&A submission would be required for such works regardless of the quantities of the cladding panels involved.</p> <p>BD supplemented that in order to facilitate M&R of cladding panels, legislative amendments to introduce new MW item for repair and removal of cladding panels located at a level $> 6\text{m}$ from adjoining ground had already been proposed and would be put forward to LegCo for vetting in due course.</p> <p>(ii)Reply as per item (i) above was applicable.</p> <p>(iii)BD shared HKIA's understanding that separate demolition plan for dismantling of the existing cladding/typhoon proof ceiling panels would normally not be required.</p>

Building (Minor Works) Regulation (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Maintenance & Repair of External Cladding & Typhoon Proof Ceiling cont'd</p> <p>.....</p> <p>(iii) In case structural A&A submission cannot be waived for item (i) and/or (ii) above, we understand that separate demolition proposal for the dismantling of the existing cladding/typhoon proof ceiling panels is NOT necessary since such works ought to be covered under the structural A&A submission. Please advise.....</p>		<p>Item 2 ADF 3/2018 (cont'd)</p>	
<p>Streamlined Procedures for Carrying out Minor Works before Demolition of Buildings</p> <p>Circular Letter promulgating the streamlined procedures for carrying out Minor Works (MW) before demolition of buildings. It requires the Form for Notice of Commencement of Class 1 MW (Form MW01) be submitted together with the application for approval of demolition plans (Paragraph 2 in the Appendix of Circular Letter refers).</p> <p>As demolition contractor is normally not appointed before the approval of demolition plans, it is suggested the Form MW01 be submitted together with consent application for demolition works.</p>	<p>Circular Letter 26.06.2017</p>	<p>Item 7 ADF 4/2018 HKIE</p>	<p>BD advised that Form MW01 for minor works to be carried out before demolition of the parent building could be submitted together with the consent application for commencement of the demolition works provided that it should be submitted not less than 7 days prior to the commencement of the minor works, and the project team responsible for the demolition of the parent building should also be responsible for the minor works.</p>
<p>Replacement of Display Surface (vinyl) of Signboard</p>		<p>Item 10 ADF 4/2018 AAP</p>	<p><i>Refer item under Special Subject : A&A Works</i></p>
<p>Repair to Curtain Walls</p>	<p>circular letter on 21.09.2018</p>	<p>Item 13 ADF 5/2018 HKIS</p>	<p><i>Refer item under Circular Letter</i></p>
<p>Repair/Replacement of Protective Barrier under MWCS</p> <p>For repair/replacement of glass balustrade in shopping mall under MWCS, members were advised that A&A submission should be made instead. Would BD please clarify if repair/replacement of protective barrier in accordance with the original design could be carried out by MWCS?</p>	<p>B(MW)R</p>	<p>Item 29 ADF 5/2019 AAP</p> <p>follow up Item 19 ADF 1/2020</p>	<p>If the repair/replacement of the concerned glass balustrade fulfilled the criteria of the relevant MW items, the works could be carried out under MWCS. It was suggested that further information on that particular case should be provided.</p>
<p>Repair/Replacement of Protective Barrier under MWCS</p> <p>ADF 5/2019 BD advised that if the repair/replacement of the glass balustrade fulfilled the criteria of the relevant MW items, the works could be carried out under MWCS.</p>	<p>B(MW)R</p>	<p>Item 19 ADF 1/2010 BD</p> <p>follow up of Item 29 ADF 5/2019</p>	<p>Members noted the clarification and would follow the requirement accordingly.</p>

Building (Minor Works) Regulation (cont'd)

Issue	Reg. / Code Ref.	Date of discussion	BD response
<p>Approval of Overhead Supporting Structures for Air-conditioning/ Mechanical Ventilation System and Internal Ventilation Ducts</p> <p>BD advised that legislative amendments for new Minor Works items had been scheduled for the first quarter of 2020 for overhead supporting structures for air-conditioning or mechanical ventilation system plant of more than 150kg in weight inside a building, internal metal ventilation ducts with the smallest cross-sectional dimension greater than 900mm and fire damper of ventilation system. Upon enactment of the new legislation, such works should either be carried out under MWCS or the approval and consent regime. For projects in progress which involved the above works, BD would consider to promulgate further information such as the transitional arrangement.</p>	B(MW)R	Item 21 ADF 1/2020 BD	Members noted the proposed legislative amendments and expressed that the implementation details of future submission should be provided to facilitate compliance with the new requirements.